

SUMMARY

A dedicated Import & export Clearance acknowledged and appreciated for sound decision-making of Import & export clearance, intense analysis, ongoing education, and macro vision. Strategic, methodical and responsible; enjoys challenges of resolving short-term, medium-term and long-term issues eluding prior incumbents, and influencing revenue-positive outcomes. Enthusiastic and accountable leader and independent worker; recognized for calm demeanor in mediating conflict, and tireless pursuit of delivering consensus amongst stakeholders with diverse agendas. Persuasive and concise communicator; expert in modifying complex technical information for multiple audiences, and coaching subordinates for greater productivity and understanding.

EDUCATION

Mahatma Jyotiba Phule Rohilkhand University, Bareilly
Master of Commerce - 2012
Bachelor of Commerce - 2010

CERTIFICATIONS

- **Financial accounting management-(TALLY).**
IGM Computer Education-2011
- **Computer Operator & Programming Assistance.**
Mini ITI, Lucknow, India-2010

SKILLS

- Tally Accounting & ERP Package
- MS Office
- Logistics coordination
- Supply chain management
- Vendor relation
- Excellent communication
- Time management

LANGUAGE

- English
- Hindi
- Arabic

EXPERIENCE

Ecc Coast Co. Pvt. Ltd, Dammam Saudi Arabia
October 2011 to February 2019
Store Keeper Supervisor

- Preparation of receipt records and withdrawals of the stockroom
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- Checked customs shipping documents are completed correctly
- Receive, unload and shelf supplies.
- Coordinate Responses to audits and inspections.
- Set up and prepared documents for timely delivery to clients and stores.
- Collect delivery orders by clients, and store.
- Scheduled booked and followed up with delivery and transportation.
- Handled customs agents' service inquiries.
- Developed Executed and documented necessary compliance monitoring action.
- Handle Import and export/documents.
- Maintains authorized stock levels and issues material as required.
- Ensure accurate, complete and timely submission and inventory
- Preparation of maintaining efficient store and supply areas as assigned,
- Forecasting & Analysis
- Preparing Weekly Management Report