

- Handling Journal, Payment, Receipt and Contra Voucher Entries.
- Handling Petty Cash.
- Preparing Cash Flow.
- Cheque issuance and cash payment to the clients.
- Handling Bank Transfer Transactions.
- Clearing the advances in tally prime system.
- I'm using tally prime
- Credit cards booking expenses.
- Invoicing

- Data entry and filing of invoices.
- Follow up collection.

Logistics

- Handling Import and Export Shipment Air Freight and Sea Freight.
- Coordinate to the shipper.
- Organize shipment.
- Prepares, routes and manages a company's purchase orders.
- Inventory and warehousing.
- Enquire container shipping rates and quotation.
- Documents processing like bill of lading, invoice, packing list, mofa attestation etc.
- Tracking import shipment.
- Review purchase orders and shipping documents.
- Coordinating transportation providers to ensure prompt and proper movement of shipments.
- Responding to customer inquiries and referring clients to the proper channels.
- Tracking and fixing shipping errors.
- Developing processes that make the supply chain more efficient and organized.
- Good collaboration and team work abilities.

MELISA TRADING LLC

April 2014 – August 2016

Sales Associate (Merchandiser)

- Online Selling (Noon and Amazon)
- Prepare and organize shipment.
- Coordinate to the shipper.
- Keep records of any damage or spoil merchandise and report the same to the Supervisor.
- Assist customers in finding their products preference and assist to queries and concerns.
- Maintain sales records for inventory control
- Receive and store delivery of large amounts of stock.
- Keep up-to-date with special promotions and put up displays.

SKILLS AND QUALITIES:

- Knowledge of various software applications including word processing, spreadsheets, power point, database management, etc.
- Organize and observes confidentiality.
- Customer service and sales.
- Responsible and Punctual.
- Flexible and Fast learner.
- Takes initiative.
- A good team player.
- Has interpersonal, problem-solving and time-management skills