



## Adithya Ganesh Rao

**Date of birth:** 25/02/1999

**Nationality:** Indian

**Gender:** Male

## CONTACT

28C STREET AL NAKHAL ROAD  
,NAIF DEIRA,DUBAI,  
dubai, United Arab Emirates

[adithyaganeshrao066@gmail.com](mailto:adithyaganeshrao066@gmail.com)

(+971) 0564792835

## SKILLS

- Document editing
- Administrative support
- Effective under pressure
- Excellent communicator
- Accounting
- Customer-focused
- Knowledge of [Software]
- Communication skills

## LANGUAGES

- HINDI
- ENGLISH
- KANNADA

## HOBBIES

- Reading books
- Learning new skills

## ABOUT ME

As an Import Coordinator and Clearance Agent, I have developed a strong foundation in managing imports and clearance operations. I am proficient in handling multiple tasks efficiently, ensuring streamlined processes, and maintaining compliance with regulations. At Lal's Group, I served as a Sales Coordinator, managing inventory, processing purchase postings, and addressing customer needs. I am recognized for my exceptional attention to detail, multitasking abilities, and dedication to operational efficiency and customer satisfaction. Additionally, I have experience as a Data Entry Worker, where I maintained data accuracy and confidentiality while meeting strict deadlines. My time as a Sales and Customer Service Representative at Pai Electric Kundapura helped me develop expertise in handling sales transactions, resolving customer concerns, and maintaining excellent customer relationships, further enhancing my problem-solving skills and customer-oriented approach.

## Work experience

### import Coordinator and Sales Coordinator – Lal's Group (2023 - current)

- Managed communication and inventory operations effectively, ensuring smooth sales processes.
- Developed expertise in stock and inventory control, ensuring accurate records and efficient stock management.
- Processed invoices and purchase postings with high accuracy, supporting seamless operations.
- Recognized for exceptional multitasking abilities and delivering strong customer satisfaction through responsive service.
- Contributed to the overall efficiency of sales operations, ensuring that customer needs were met while maintaining operational excellence.
- Developed a strong foundation in managing imports and clearance operations, ensuring compliance with regulations and smooth logistics.
- Streamlined processes by maintaining meticulous attention to detail, allowing for effective coordination and timely shipments.
- Ensured that products were registered with the appropriate authorities, including FIRS, PHE, and ZAD for compliance.
- Worked with shipping agencies and the Dubai Trade platform to facilitate product registration in Dubai Municipality.
- Ensured products met necessary standards and regulations before they could be marketed in Dubai.
- Excelled in effective communication and multitasking, ensuring all aspects of import coordination were handled efficiently.

### Data Entry Worker (2019 – 2020)

- Accurately inputted data while maintaining confidentiality and ensuring data integrity.
- Worked in fast-paced environments, meeting tight deadlines with efficiency and precision.
- Demonstrated strong organizational and detail-oriented skills, ensuring quality output.

### Sales and Customer Service Representative – Pai Electric Kundapura ( 2021 – 2023)

- Managed sales transactions and provided exceptional service to customers, addressing product inquiries and concerns.
- Processed sales orders efficiently and resolved customer issues to ensure satisfaction.
- Acted as a liaison between customers and the company, upholding high standards of service excellence.
- Contributed to maintaining customer relationships and enhancing the company's reputation in Kundapura, India.

## EDUCATION

- Completed academic studies at **Saint Marries School**.
- Pursued higher secondary education in commerce at **Government PU College, Kundapura**.
- Earned a Bachelor's degree in Commerce (B.Com) from **SKVMS College, Kundapura**, with a focus on accounting, economics, business management, and finance.

