



NELSON PAUL

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UAE Driving license (Automatic)

Date of birth: 04/08/1992

Location: UAE

Skills

- Finance ,logistics experience
- Proper Documentation (Logistics ,finance, legal and HR)
- Warehouse management
- Prepare payment vouchers
- Computer skills
- Problem solving
- Scans paper documents and verifies that scanned documents are clear and legible.
- Operates office equipment.
- Logistic management
- GRN, D.O, Invoice creation
- Stock and warehouse management
- Finance and Logistics Document management
- MS word, Excel
- Ability to work under pressure

Education

- Pursue **B.com**
- **National council for vocational training (ITI) August 2009 – July 2011**
- **+2 Higher Secondary Educations 04/2015 – 04/ 2017**
- **SSLC – 2009**

Languages

- English
- Hindi
- Tamil
- Malayalam

Experience

Company Name: Celestial International (FZC)

Location: Sharjah, UAE

Designation: Logistic coordinator

December 2020 – November 2022

- Delivery coordination and material arrange for delivery
- Product purchase and delivery
- Creation of documents like GRN, PO and invoice
- Maintaining good filing system for financial, logistics, HR, admin and other important company legal documents
- Bank documents submission

Company Name: Intertec Systems LLC

Location: Sobha Sapphire Building, Dubai,

UAE Designation: Document Controller

May-2014 – December 2020

- Creation of documents like GRN, Delivery note and LPO.
- Assisting finance team and logistics team.
- Maintaining good filing system for financial, logistics and other important company documents.
- Dealing with multiple banks on behalf of company for transactions such as cash withdrawal, cash deposit and other important documents submissions.
- Meeting with bank relationship manager for submitting credit facilities documents.
- Assisting Chief Financial Officer for carrying out finance related activities.
- Supporting logistics team for stock verification.

Company Name: Access Electronics – Sony Electronics Authorized Service Center

Location: Thrissur, Kerala, India

Designation: Technician, August 2012 – November 2013

- Repairing of Sony Electronic devices.
- Introducing new products to customers.
- Give light training sessions to customers regarding the operations manual and good practices to get full use of the product.
- Providing support for sub dealers on quick and efficient services for the products.

Company Name: Peegee

Electronics Location: Thrissur,

Kerala, India

Designation: Technician, August 2011 – July 2012

- Repairing of sound systems and sound accessories
- Assembling and installation of heavy sound systems for home as well as other party kind of big occasions.

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above- mentioned particulars

Nelson Paul