

MAHAMMAD SALMAN

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United Arab Emirates



CAREER OBJECTIVE

To achieve high career growth through continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.

WORK EXPERIENCE

Organization: E-Gate Shipping Service Pvt Ltd, Saudi Arabia.

Department: Import

Designation: Pricing and Operation Assistant

Duration: June 2018 to November 2021

Work Place: Mangalore, India

Duties & Responsibility:

- Handle FOB/EXW/FCA/C&F/CIF/DDU/DAP/DDP shipment.
- Handle Air/Ocean/Land import shipment.
- Handle branch routed shipment individually with co-operation from overseas office.
- Respond to client enquiry in a timely manner.
- Find new overseas agent within the network and check where they are strong.
- Prepare quotations and send onto clients.
- Follow-up on quotations and close business, and if lost then revert with reason why.
- Calculate weight, volume and cost of goods to be moved.
- Arrange special transport for sensitive cargoes such as beauty product, food and medical supplies.
- Select shipment routes based on nature of goods shipped, transit times and security needs.
- Reserve necessary space on ships and aircraft.
- Complete shipping documents such as bill of lading/Airway bill, packing list, commercial invoice and certificate of origin.
- Build rapport and establish long term relationships with customers.
- Assist the credit control team to collect dues and outstanding amount from clients within allotted credit limit.
- Provide daily information regarding the location of the shipment with the help of tracking system.
- Prepare Purchase and Sales invoice.
- Inform customer about arrival of goods.

EDUCATIONAL QUALIFICATION

Course	Institute	Passing Year	Percentage
Degree (B.com)	Alvas College, Moodbidri.	2018	72.24%
P.U.C	Jain PU College, Moodbidri.	2015	69%
S.S.L.C	Government High School, Mijar.	2013	48%

PERSONALITY SKILLS

- ✓ Hardworking, goal-oriented, Adaptive, Sincere and Supportive
- ✓ Fast learning capability of any new cutting-edge technology
- ✓ Controlling capacity
- ✓ Guiding ability
- ✓ Good Communication Skills
- ✓ Ability to Manage Multiple Tasks and Think Strategically
- ✓ Self-motivated and able to work independently or with a team

COMPUTER KNOWLEDGE

- ✓ Knowledge of MS-Word, Excel, Outlook, Tally ERP 9.0 and requisite skills to use them to the optimum level in working environment.
- ✓ Knowledge of BM Softech ERP and Zoho book.
- ✓ Good knowledge of the Internet, Use of multimedia, E-mail Concepts and its working.

PERSONAL INFORMATION

Nationality : Indian
Date of Birth : 16/03/1998
Gender : Male
Status : Single
Languages Known : English, Hindi, Kannada, Malayalam & Tulu
Passport Number : T5697474
Visa Status : Visit visa valid until 15th March 2022

DECLARATION

I hereby declare to bear the responsibility for the correctness of the information given above.

Yours Faithfully,

Mahammad Salman