



Ms. Anshiya Anto

Dubai, UAE.

Visa Status: Visit Visa

Anshiyaanto20@gmail.com

Mobile: +971 525656186

PERSONAL SUMMARY:

Dedicated and focused Person who excels at prioritizing multiple tasks simultaneously and following through to achieve project goals. Resourceful and accomplished with extensive business operations and personnel organization expertise. Focuses on driving productivity by leveraging strong management skills while maintaining strong working relationships with all team members and clients.

CORE QUALIFICATIONS: -

- Expert in SAP, ORACLE & Tally ERP systems.
- Excellent Communication and business administration skills.
- Proficiency in MS Windows, MS-Excel, Outlook, Word, PowerPoint etc.
- Knowledge about Stock and Inventory management
- Knowledge in reviewing purchase orders and shipping documents to ensure accuracy.
- Tracking and fixing the shipping errors.
- Knowledge in custom clearance and agency coordination.
- Working experience in local and international markets (Import & Export)
- Experienced in Invoice preparation, payroll process, ledger maintenance, Vat filing, petty cash, payable & receivables.
- Ability to apply logic to solve problems and to get the job done.
- Expert in schedule Management and effective team organization.

EDUCATION & CERTIFICATION

- ❖ **Master of Business Administration (MBA)**
Anna University-Chennai, India.
- ❖ **BSc. Computer Science**
Bharathiyar University-Coimbatore, India

WORK EXPERIENCE

1) Vishay Precision Group Inc. (VPG) – India.

Designation: - Logistics Coordinator cum Accountant

Duration: January 2021 – January 2022

Responsibilities: -

- Experienced in materials Import and Export operations, stock and Inventory management.
- Organized and planned the shipment based on the product availability and customer requests.
- Responsible to handle huge amount of customer inquiries from local and international regions.
- Tracked all shipments to ensure proper customs clearance and on-time delivery to the customers.
- Experienced in quotations, comparisons, purchase order and Delivery notes reviews, Bill of lading tracking, COC & packing list checking etc.
- Experienced in basic accountings like Invoice preparation, payroll processing, ledger maintenance, payable and receivables.
- Worked with local and international freight forwarder and custom house brokers on import and export shipment.
- Reduced company costs, clarifying and communicating proper assignment of Incoterms and freight charges between parties to ensure on time delivery.
- Arranged for domestic and export shipping with export packing and crating as needed by courier, air/ocean consolidations/direct and prepared the export documentation.
- Collected and arranged financial information and entered details into Tally financial management system.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Developed and executed strategy for logistics and inventory management.
- Worked to advance a positive supply chain and powerful logistics networks.

AREA OF INTEREST: -

- Logistics & Accounts Management
- Supply chain Management
- Strategic Planning & Forecasting
- Cost Reduction & Avoidance
- Stock & Inventory Management

PERSONAL SKILLS: -

- Workaholic & Smart worker.
- Leadership & highly motivated.
- Sincere and Hard worker.
- Confident personality.
- Quick learner & Analytical by nature.
- Multitasker with influencing skills.

PROJECT EXPERIENCES: -

- Study on Impact of performance appraisal on employee productivity.
- Emerging trends in it.
- Impact on social media.

PERSONAL DETAILS

Father Name : Anto. T
Date of Birth : 22-Aug-1999
Gender : Female
Nationality : Indian
Marital Status : Single
Language Known : English, Malayalam, Tamil
Visa Status : Transferable

HOBBIES:



2) Allsec Technologies Ltd–Chennai, India.

- Designation: - Admin cum Logistics coordinator.
- Duration: June 2020 – December 2020

Responsibilities: -

- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books
- Supported in Inventory management for month-end and year-end close process.
- Coordinated our supply chain procedures to maximize the quality of the delivery.
- Maintained all the administration process and updated the orders, suppliers and client database in system.
- Collected, analysed, and summarized business transaction Details.

TRAINING & CERTIFICATIONS: -

- Career edge TCS ion
- Business etiquette by TCS ion
- Modern human resource management-selection process from Alison
- Marketing management analysing competitor from Alison
- Marketing research process from Alison
- Introducing to marketing management from Alison

ACHIEVEMENTS/IN PLANT- TRAININGS

- I got best performer in my previous companies.
- I have presented around 8 innovative technology papers in various colleges.
- I got first prize in National Level Technical Symposium

DECLARATION:

I hereby assure you that all the above-furnished details are true to the best of my knowledge. I assure that I will do my best towards the growth of the organization.

**Sincerely,
Anshiya Anto.**