

Sooraj TS



LinkedIn Profile:

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Al qusais - dubai



EDUCATION HISTORY

Master of business administration (HR)

Institution: Bharathiar university

Year of post Graduation: 2021

Bachelor of business administration

year of graduation : 2016



WORK EXPERIENCE

Sales coordinator

Danube Home

August 2021 to August 2022

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information.
- Ensure the adequacy of sales-related equipment or material Respond to complaints from customers and give after-sales support when requested
- Handle the processing of all orders with accuracy and timeliness Inform clients of unforeseen delays or problems
- Store and sort financial and non-financial data in electronic form and present reports.



Operation executive

Kishan cargo movers

april 2019 to march 2021

- Export documentation and export bill filling (customs)
- AWB Execution & export custom clearances
- Booking space with airlines and coordination with shipper
- Ensure effective liaison with agents and coordinated arrangement shipments
- Approve bookings for container and freight pick up, and ensure coordination for shipments
- Review and sign off shipping documents while ensuring completeness and accuracy

OBJECTIVE

To develop a better career in a reputed organization by displaying innovative abilities and knowledge in my discipline. face the challenge with a thought process oriented towards the betterment of organization i belong

UAE VALID DRIVING LICENSE (AUTOMATIC) LICENSE NO.2779028

LANGUAGES

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM

CERTIFICATIONS

- LOGISTICS AND SUPPLY CHAIN CERTIFICATE
- IATA DANGEROUS GOODS AND REGULATIONS (VALID UPTO 2023 JAN)
- 1 MONTH EXPERIENCE CERTIFICATE IN AIRTRAVEL ENT

PERSONAL SKILLS

- Customer service
- Telephone skills
- Flexibility
- Quality focus
- Attention to detail

IT SKILLS

- Working knowledge in computerised environment
- MS office

NATIONALITY : INDIAN

PASSPORT NO: R7348467

DOB : 26 / 09 / 1995

VISA STATUS : visiting

Validity : 13 / 01 / 2023