

AMALA REMI SEBASTIAN

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Objective

To work with leading company and to use my skill & analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization's growth and goal, as well as to expand my learnings and skills.

Professional Experiences

KASA FOODSTUFF INC, FRUIT POINT LLC, DUBAI UAE

(Logistics officer) 17/01/2022-24/12/2022

Synopsis of Work performed

- Planning and managing logistics ,warehouse, transportation & customer services.
- Directing, optimizing & coordinating full order cycle.
- Liaising & Negotiating with suppliers, manufactures, retailers & consumers.
- Strategically plan and manage logistics, warehouse, transportation and customer services.
- Keep track of Quality, Quantity, Stock levels, Delivery times , Transport costs and efficiency.
- Arrange warehouse, Catalogue goods , Plan routes and process shipments.
- Resolve any arising problems or complaints (Credit memo & claims).
- Supervise , coach and train warehouse workers.
- Meet cost , productivity ,accuracy and timeliness target
- Maintain metrics and analyze data to assess performance and implement improvements.
- Comply with law and regulations .
- Arrange all health/organic/gluten/veterinary/enzyme certificates and documents needed for customs clearance of every shipment.
- Planning, coordinating & arranging all the Purchase of distributing products.
- Dealing and drafting all email communication to US Office coordinators.

CHOICE CANNING COMPANY PVT LTD, Ernakulam, India.

(ADMIN EXECUTIVE:(Purchase &Procurement/Production/Shipping logistics)(ACCOUNTANT)

20/06/2017–20/10/2021

Synopsis of Work performed

- Provides administrative support to ensure efficient operation of organization.
- Handle administrative request & queries from senior managers.
- Write to distribute Email and Forms.
- Completes operation of requirements by scheduling & assigning administrative projects and expecting work results.
- Contributes to team effort by accomplishing related results as needed.
- Ensuring an update & accurate record of directorate budget.
- Manage inventory controls & provide timely inventory reports to senior managers.
- Answers phone calls, schedules meetings & supports visitors.
- Carries out administrative duties such as filing, typing, copying, scanning etc.
- Develop & maintain a filing system.
- Supports team by performing task related to organization & story communication.
- Reviewing, comparing, analyzing and approving products and services to be purchased.
- Preparing budgets ,cost analysis and reports.
- Negotiate with vendors to achieve the best value deals for the company.
- Manage over all logistics operations of both import & export in air & sea transport.
- Sending shipment related documents.
- Accounting works including preparation of vouchers ,generating invoices, Investment accounting, Maintaining statutory records & its accounting.
- Preparing bank reconciliation statement in daily ,quarterly & monthly basis.
- Verification of payment records & monthly closing records.

Skills and Competencies

Administration

Understanding of business functions
Planning, Budgeting & Reporting
Decision making and problem solving
Proficiency in software
Outstanding communication skills
Interpersonal skills
Leadership
Time management

Professional

MS Office
Tally ERP
NAV2016
MS Excel
Power point
sword

Personal

Hardworking
Excellent Communication
Listening Skills
Fast Learner
Adaptive to Situation
Team worker
Flexible to take up new roles
Meet challenging deadlines

Educational Qualification

Master of Commerce–Finance &Taxation

University: Mahatma Gandhi University, Kottayam

Year :2019

Bachelor of Commerce - Finance and Taxation

Institution :St Albert's College, Ernakulam

Year :2017

Personal Details

Passport No :T9584746
Date of Birth :27/12/1996
Gender :Female
Nationality :Indian
Languages known :English, Malayalam, Hindi
Emirates ID. :784-1996-6268280-8

Reference Available on Request

Amala Remi Sebastian