

Resume -DONNY JOSEPH ALMEIDA



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CAREER OBJECTIVE:

To work in an inspiring and challenging environment that will provide me the opportunity to use my acquired skills to the optimum efficiency while further enhancing and developing my skills for the betterment of my work productivity, and in the process proving myself as an asset to the company I join.

WORK EXPERIENCE: -

Atlas

Designation: Operation Manager

Duration: February 2023 till date

Responsibilities: Warehouse and Delivery Operations.

- Warehouse management.
- Daily Order Processing.
- Working closely with Ops Team for Delivery.

UPS (United Parcel Service)

Designation: Sales & Business Development Executive.

Duration: May 2006 to January 2023

Responsibilities: US Military and Commercial Sales & Business Development.

- Sales & Business Development for all the US Military Base in Kuwait (Camp Arifjan/ Ali Al Salem (TMO)/ Camp Buehring / Camp Virginia /LSA/ Mubarak Air Base/CSA/Agility DDKS WareHouse#5 Outbound Small Parcel.
- Working closely with the TMO and DLA Management officers providing them with the assistance 24/7. • DDKS Warehouse#5, Job function preparation of the Airway Bill and the export documentation for moving the priority and regular shipment to their destination. Under the WWX4 Contract.
- Follow up on the contact, Payment and BPA with the military contractor and US Embassy.
- Maintaining and updating official Registers.
- Prepare the Military Installation id documentation for all the staff and Vehicle working on base.

Alico American Life Insurance Company**Designation:** Sales Executive

Duration: July 2004 to April 2006

Responsibilities: Sales

- Sales of Personal & Group Medical Life Insurance policy.
- Maintaining and updating official Registers.

Blue Dart Courier (India)**Designation:** TSR (Territory Service Representative) Operations

Duration: January 2002- December 2003

Responsibilities:

- Receiving Inbound Shipment/Sorting of shipment.
- Handling Express Delivery.
- Processing AWB – Pick up Export Shipment.

ACADEMIC QUALIFICATION: -

HSC

OTHER QUALIFICATIONS: -

Successfully completed Presentation boot camp at the British council Kuwait

COMPUTER QUALIFICATION: -

Operating System: Outlook, Word, Excel and PowerPoint

Other Software Tools Known: World ship, WMS.

STRENGTHS: -

- Team Player – work qualities, hard-working, Ability to remain calm in crisis and ability to lead my team.

PERSONAL INFORMATION: -

Date of Birth: 11th May 1983

Nationality: Indian

Civil ID: 283050402334

Valid Kuwait Driving license: 25-01-2025

Residence Type: Transferable work-visa 18

Languages Known: English, Hindi and Konkani