

Wilson Vivek Gonsalves



Highlights

- Attention to detail
- Accurate forecasting
- Process implementation
- Staff leadership and development
- Business performance improvement
- Ability to collaborate effectively
- UAE Driving License (LAV).

Education

MASTER OF COMMERCE (M.Com)
MANGALORE UNIVERSITY, KARNATAKA, INDIA

BACHELOR OF BUSINESS MANAGEMENT
St. RAYMOND'S COLLEGE, MANGALORE, KARNATAKA, INDIA

Skills

Proficiency in Tally ERP-9.0/ Prowess ERP
Studied DacEasy/ BusyWin/ Peachtree
Proficiency Oracle Vision
Proficiency MS Office

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Al Mankhool, Dubai

Work Experience

OPERATIONS/LOGISTICS COORDINATOR -02/2021- present
CION LIGHTING TECHNOLOGIES FZC, SHARJAH.

- Scheduling the deliveries as per agreed terms and making necessary arrangements.
- All the activities from sales to delivery to project completion with close-out documentation.
- Preparing export Certifications like KUKAS/SASO/FANR.
- Customs documentation and clearance including the government approvals/Makasa Shipments.
- Yearly reconciliation & Customs reports management against the movement of inventory.

PROJECT/LOGISTICS COORDINATOR - 09/2016 to 12/2020
STARSLINE ELECTRICAL EQUIPMENTS TRADING LLC, DUBAI.

- Preparing the proposals, Creating light comparison reports, Delivery documents & scheduling deliveries.
- Quoting the lighting products as per mall guidelines and submitting it to take necessary approvals.
- Issuing certificates & export documentation.
- Following-up on the pending orders.
- Advising management on the upgraded rules & regulations based on the project requirements.

FINANCE & PURCHASE ASSISTANT – 08/2015 to 06/2016
AL SHEBLEY GENERAL TRADING, JAFZA, DUBAI.

- Visited Ethiopia to initiate the company windup procedure of a local company.
- Handling petty cash & credit card control.
- Preparing P&L reports.
- Arranging the shipments & documentation.
- Advising the company about the investments based on market situations.

ASSISTANT ACCOUNTANT – 02/2014 to 07/2015
PHOENIX SHIPPING LLC, DUBAI.

- Posting journal entries/Credit card control.
- Following-up with vendors for the outstanding payments.
- Issuing cheques/petty cash/Bank reconciliation.
- Commission calculation/letter drafting/Container Tracking.
- Conducting Auditing support.