

SURAJ S. MENON

Contact Details

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PROFESSIONAL PROFILE

Experience:

- 25 Years of total experience in Freight Forwarding - 12 years of Experience in Sales (Freight Forwarding and Logistics) and over 13 years in Accounting & finance of well diversified experience in the domains of Shipping (Liner Accounts) management reporting, including 3 years of Handling LCL Accounts.

Education:

- Graduation in Commerce from Mumbai University in year 1999.

COMPUTER KNOWLEDGE / IT SKILLS

MS Office (MS Word, Excel, Power Point, Tally, ERP, and e-mail applications)

CAREER MISSION

To Join a progressive organization and utilize my skills and work towards the achievement of its goals and objectives as an energetic and responsible team member by constantly adding value to my skills resulting in a long-term & successful career within the company and future advancement.

WORK EXPERIENCE HISTORY

ARS INTERNATIONAL FZE (SHARJAH)

Self Employed – Freight Forwarding (DECEMBER 2023 - PRESENT DAY)

AVANT GARDE LOGISTICS (DUBAI)

As a Freelancer – Freight Forwarding (December 2022-November 2023)

Transworld Logistics DWC LLC (Transworld Group of companies).

Jebel Ali, Dubai, U.A.E (November 2020 to November 2022)

Dubai, U.A.E

Branch Manager – Freight Forwarding (Sharjah Hamriyah Branch)

Transworld Logistics Fze (Transworld Group of companies).

Jebel Ali, Dubai, U.A.E (May 2010 to October 2020)

Dubai, U.A.E

Senior Sales Executive – Freight Forwarding

Proven Job Role:

- **Drive Sales of Inbound & Outbound Freight (AIR & SEA)**
- **Achieve monthly sales targets**
- **Retain and grow customers by:**
 - 1) **Covering Assigned Territories**
 - 2) **Meeting Customers Regularly**
 - 3) **Deep Selling**
 - 4) **Converting Customers**
 - 5) **Maintaining Relations with Existing Customers**
 - 6) **Developing Key Accounts**
- **Manage Receivables within set limits by:**
 - 1) **Ensuring Customers are given credit within set limits**
 - 2) **Meeting the collection team on a weekly basis and sorting out issues on overdue Payments**
- **Prepare daily and weekly sales reports**
- **Prepare Monthly and Annual Budget Reports**

Bitcom Balaji Transport & Logistics LLC September 2008 To April 2010

SENIOR EXECUTIVE

Bitcom Balaji a Transportation Co was a Joint Venture of Bitcom Logistics (Kuwait based Transportation Co.) and Balaji Shipping UK Ltd (leading Shipping co. in Dubai -part of Transworld Group) established in 2008.

My job responsibilities include:

- **Handling Accounts**
- **Sales & Operation – Local & Gcc Transportation**
- **Handling Admin Work**

Albatross Shipping Limited

February 2001 to August 2008

SENIOR ACCOUNT EXECUTIVE

Albatross Shipping Ltd. Is an leading Shipping Co. in India and it's an Indian Agent of Balaji Shipping UK Ltd. Dubai based Co. Part of Transworld Group. Having branches in almost all part of India.

My job responsibilities include:

- Scrutinizing all Brokerage & Rebate Bills with Shipping Package, preparation of Vouchers and making Payments and entering the same in tally
- Preparation of Bank Reconciliation Statement
- Preparation of Vouchers and making Payments on Periodical Basis.
- Preparation of TDS Certificate and issuing same to the Customers.
- Preparation of Outstanding Statement on a Weekly Basis and Follow up with Marketing Dpt.
- Sending monthly Reports to Principal (GSA Statement, FDCR Statement, CSVFOB Report, Detention)
- Remittance Application, Budget Vs Actual) and Replying to messages of Principal Queries.
- Worked With Albatross Shipping LTD. (Ludhiana Branch) During June 2006 To November 2006
- Handling Principal Accounting & Forwarding Account (Import)

Arabee Star Maritime Agencies India Pvt. Ltd. June 2000 To Jan 2001
Executive Account

Arabee Star Maritime an Agent of Zim & Gold Star Line in India and was one of the leading Shipping co. based in Mumbai.

My job responsibilities include:

- Handling Delhi Location in which I use to make Brokerage & Rebate Payments after approval from Head Office and Passing necessary entries and sending cheques to Delhi Branch
- Preparation of Bank Reconciliation Statement of Delhi Branch Account and Passing Necessary Entries of Petty Cash, Payment & Receipt details received from Delhi Branch Through. Preparation of Outstanding Statement on Weekly Basis, closing all Accounts on Monthly Basis and sending Hardcopies to Principal. And any other job assigned by Department Head.

Hydromech Eng. (Bom) Pvt. Ltd. June 1998 to June 2000
Executive Accounts

Hydromech Eng. based in New Mumbai-Mahape involved in metal testing, ultra-sonic testing.

My job responsibilities include:

- Supervising on Workers and making all arrangements to dispatch material to concern clients.
- Maintaining Daily Stock Report

- Handling Cash and Bank Books
- Preparation of Bank Reconciliation Statement
- Preparation of Salary Statement and making Payments to all Staff and Workers
- Preparation of Outstanding Statement on Monthly Basis
- Receiving Production Report on Daily and Monthly Basis and same Entering in Excel and Preparing
- Invoices and sending same to the concern parties.

PERSONAL INFORMATION

Date of birth *26TH April 1979*
Languages known *English, Hindi, Marathi & Malayalam*
Nationality *Indian*
Hobbies *Cricket, Music, Dancing, Acting & Travelling*
Marital status *Married*
Passport *V7594790*
Visa status *Employment*
Dubai Driving License *Holding Valid Dubai License*

REFERENCE SHALL be furnished if required.