



# Cintia Dias

Logistics & LC Documentation Professional



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Seasoned professional with extensive experience to leverage my expertise to streamline global supply chain operations. Committed to precision and compliance, targeting a challenging role to utilize skills in **Logistics Management** and **LC Documentation** for efficient trade facilitation and seamless international transactions.



## Core Competencies

Logistics Management  
Supply Chain Optimization  
International Trade Operations  
Letters of Credit Documentation  
Trade Facilitation  
Regulatory Compliance  
Cross-Border Logistics  
Shipping and Freight  
Customs Code Compliance  
Global Supply Chain Coordination  
Financial Documentation  
International Transactions  
Vendor Management  
Export/Import Procedures  
International and local logistics  
Switch Bill of Lading transactions  
Inventory Management  
Merchant trading Exim – B2B LC  
UCP 600, ICC – Inco terms 2020  
EXIM Documents  
Transportation Management



## Technical Skills

Operating System: Windows  
Office Productivity Software: MS Office Suite



## Achievement

Successfully Implemented a new purchasing procedure that resulted in a significant optimization in material sourcing and procurement operations, leading to cost-effective and timely material acquisition.

Maintained strong relationships with international vendors, ensuring timely and cost-effective material acquisition.



## Profile Summary

- Offering over nearly 16 years of experience in letter of credit and import/export documentation, with a robust grasp of international and local logistics, commercial acumen, and inventory management.
- Expertise in Letters of Credit documentation, showcasing a comprehensive understanding of the intricacies involved in international trade transactions.
- Proven track record of leveraging expertise to streamline and enhance efficiency in global supply chain operations.
- Proficient at maintaining high levels of precision and compliance in logistics management and Letters of Credit documentation.
- Skilled in facilitating efficient trade operations, with a keen eye for detail and a dedication to seamless international transactions.
- In-depth knowledge of regulatory requirements related to logistics and international trade, ensuring adherence to all necessary guidelines.
- Displayed ability to identify and resolve challenges swiftly, contributing to the overall efficiency of supply chain and documentation workflows.
- Excel at managing financial aspects related to logistics and Letters of Credit, ensuring accurate invoicing, payment handling, and cost-effective solutions.
- Excellent at collaborating with cross-functional teams, fostering effective communication for smooth logistics and documentation processes.



## Career Timeline

Trans Globe Travels

Jan'09 – Dec'09

Travel Desk Associate

طوروس للتجارة والمعدات  
TOROUS BLDG. EQUIP. TR. L.L.C.



Jan'10 – Jul'23

Letter of Credit & Import/Export Executive



## Work Experiences

Torous Bldg. Equip. Tr. LLC, Sharjah – UAE | Jan'10 – Jul'23

Sales Executive / Archives Clerk



Letter of Credit & Import/Export Executive

As Letter of Credit & Import/Export Executive | May'12 – Jul'23

Key Result Areas:

- Conducted thorough reviews and verification of purchase orders to ensure accuracy and compliance with internal requirements.
- Skillfully handled Letters of Credit, including clarification, amendment procedures, and drafted non-discrepant LC presentations.
- Identified and resolved discrepancies by collaborating with the sales team, ensuring smooth and accurate transaction processing.
- Reviewed and collected various 3rd party documents such as Commercial Invoices, Certificates of Conformity, and Bill of Lading, ensuring timely submission and compliance.

## Soft Skills

- Communicator
- Attention to detail
- Time Management
- Problem-solver
- Collaborator

## Certifications

Currently Pursuing CDCS –

**Certificate for Documentary Credit**

**Specialists:** Understanding

Documentary Credits

Sales Contracts, Trade Finance – Bill  
Discounting

## Education

- **2015:** B.A. Bachelor of Arts,  
Himalayan University – India
- **2006:** Diploma “ITI – Industrial  
Training Institute” Goa – India
- **2005: 12<sup>th</sup>,** Higher Secondary  
School Certificate, Goa University  
– India
- **2003: 10<sup>th</sup>,** Secondary School  
Certificate, Goa University – India

## Personal Details

**Date of Birth:** 14th March 1987

**Languages Known:** English, Hindi,  
Konkani

**Current Address:** Sharjah – UAE

**UAE Driving License No.:** 586918

**Visa Status:** Husband Visa

- Reviewed LC drafts in accordance with contracts, ensured alignment with internal requirements, and handled necessary amendments.
- Ensured received LCs aligned with drafted versions and promptly provided amendments list for any discrepancies.
- Timely monitored and followed up with counterparties on LC details, fostering effective communication with internal and external stakeholders.
- Prepared comprehensive documentation including bill of lading, invoices, and packing lists for international shipments.
- Tracked and monitored funds receipt in bank accounts, coordinated with corporate clients and bank counterparties, ensuring parallel processing and financial compliance.

### As Sales Executive / Archives Clerk | Jan’10 – May’12

#### Key Result Areas:

- Executed efficient document scanning procedures, maintaining an organized electronic database for internal departments and branch offices.
- Administered daily mail procedures, including collection, sorting, and distribution of regular mail and courier services, ensuring timely communication and completion notification to co-workers.
- Provided exceptional customer service in the construction material division by addressing queries, faxes, and emails, offering detailed information on products, and maintaining updated product knowledge.
- Took charge of photocopying confidential documents, ensuring accurate filing and secure storage for sensitive information.
- Prepared and verified invoices, managed the delivery of goods, and handled payment processes, contributing to streamlined financial operations.
- Successfully responded to tender projects, meeting business targets, and calculated prices considering the breakeven point, demonstrating a strategic approach to sales.
- Built and maintained excellent customer relations, upheld high service standards, and monitored customer sales volumes, prices, and competitor activities for informed decision-making.
- Managed operations of all carriers (sea freight, air freight, land transportation), organized land transportation for inbound and outbound LCL/FCL shipments, and ensured compliance with customs codes and H.S. CODE.
- Efficiently attended numerous meetings, conferences, and exhibitions to stay updated on industry trends and foster networking opportunities.
- Managed registration processes with clients and contractors' vendors, ensuring smooth and timely coordination for project execution.

## Previous Work Experience

### Travel Desk Associate

Transglobe Travel Agency, Goa, India | Jan’09 – Dec’09