

Roshini Hakeem Mohammed

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Farwaniya, Kuwait



Objective

To pursue a challenging and rewarding career opportunity in a dynamic and competent workplace and to put in the best of my effort towards my work and duties.

Professional Experience

PACKNMOVE Sr. Freight specialist – 01 Year (Present) - kuwait

- Daily shipments report
- Requesting quotes for sea and air freight import and export shipment
- Placing booking on shipping lines for sea freight
- Following shipment from start to end
- LCL shipment handling
- Preparing shipping document PL INV if required
- Finance support :
- Preparing freight invoices, (Cost card, payment request, Client invoice)
- Dealing with agents on necessary requirements
- Follow up on agent payment
- Handling complete process for air and sea freight.

PACKNMOVE (Courier Department) - Sr.Operation supervisor, Kuwait – 2 Year

- Complete responsibilities of the operation team,
- Arranging courier pickups. Handling phone calls, and emails.
- Updating daily reports in excel.
- Booking shipments of DHL, FedEx, and Aramex.
- Providing customer awareness on rates quotations and Track and trace of shipments.

OCS (Overseas Courier Service) Customer Service Executive, Kuwait - 3 year

- Handling customers. responding to phone calls and emails.
- Daily shipment reports and process.
- Complete operational support.

Academic Qualification

- Bachelor of Commerce specialization with computer application from S.V.University in India w1th 80%. 2014.
- Arts (Commerce, Economics, Civics) P.C.R. Government Junior College w1th 71%, Chittor.2011

Skills

- **Technical Skills:** Specialized in Target Application Software, Expertise in Microsoft Office (Microsoft Word, PowerPoint, Excel), Trained in Tally ERP v.9, Basic knowledge on Oracle Database.
- **Personal Skills:** Self-motivated and self-learning. Passion towards problem solving. Strong organization skills and attention to detail. Willing to walk extra mile to achieve excellence. Likeability and positive attitude.

Personal Data

Date of Birth	14-06-1994
Gender & Martial Status	Female & married
Languages Known	English, Hindi, Telugu. (R&W)
Article	18 (Transferable)

Declaration

I do hereby declare that the information furnished is true and knowledge and consciousness.

H.M. Roshini