



REENU MARY ALEX

SEA FREIGHT OPERATIONS EXECUTIVE (JUNIOR)

My goal is to effectively organize and coordinate all logistics marketing activity. I seek a challenging position in the field of Shipping and Logistics for excellence with a positive attitude that will fully utilize my skills for the fulfillment of organizational goals.

WORK EXPERIENCE

Variety & Discount General Trading LLC – Documentation and Customer Care

08/02/2017–07/02/2019

- Concluding the best ocean freight price ex different lanes for importing products.
- Analyzing and evaluating the pricing of different products to import for sister concern Construction Company and deal all import activities.
- Creating Performa invoices, purchase orders, invoices, sales orders, delivery orders and contracts and other miscellaneous documents as per management's requirement.
- Managing all the postdated checks received and keeping record of receivable and reminding the concerns to collect the same.
- Reconciling accounts statement.
- Documentation controlling - numbering, sorting, filling, storing and creating both electronic and hard copy documents produced for projects and various departments.
- Streamlined administrative processes by implementing a digital filing system, resulting in an increase in efficiency and reduction of paper waste.
- Coordinating and executing complex travel arrangements for executives, ensuring seamless itineraries, timely booking and cost savings through negotiating with vendors.
- Coordinating client and the Management.
- Administration works include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and filling.
- Assisting in organizing and facilitating companywide events, including conferences and team-building activities, ensuring smooth logistics, timely communication and high participant satisfaction.

Phitany Business Solutions Pvt. Ltd. – Assistant Accountant

01/10/2014-30/07/2016

- Creating invoices, purchase orders, sales orders, and delivery orders.
- Coordinating client and the Management.
- Mail management.
- Documentation controlling which includes numbering, sorting, filling, storing and creating both electronic and hard copy documents produced according to company policies and requirements

EDUCATION

MBA (Main – Finance; Sub - HR)

Caarmel Engineering College, India

MG University

2011 - 2014

CONTACT

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PROFILE

- Team Player
- Diligences and dedicated to work
- Strong interpersonal skills.
- Customer Service Orientated.
- Good Communication Skill

COMPUTER SKILLS

- MS Office
- Excel
- Word
- Outlook
- PowerPoint

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Gujarati
- Tamil

PERSONAL DETAILS

Nationality : Indian

Date of Birth : 17/12/1989

PASSPORT DETAILS

Passport No : P0944453
Expiry : 20/09/2026

VISA DETAILS

Visa Type : Visit Visa
Expiry : 04/08/2024