



05+yrs of experience

PROFESSIONAL SUMMARY

Highly skilled logistics specialist with 05+ years of experience working with diversified teams. Looking for a mid level position in a collaborative environment that provides opportunities for advancement and support in upgrading my skills.

<https://www.linkedin.com/in/augustine-g-v-902b82125?utm%E2%80%A6>

MBA - Finance & Marketing : Calicut University, India - 2017

B.Com - Kerala University, India - 2015

Languages : English, Hindi, Tamil & Malayalam

Work Experience

Logistic Assistant Since 2020

Ocean Fair International (OFI) FZE, Dubai, UAE



OFI's ever-growing client base and longstanding partnerships are a true testament to its ongoing pursuit of delivering superior value to customers. With over 40 years of extensive experience in the Middle East, coupled with a vast supply chain network, state of the art facilities, and unparalleled service, OFI continues to garner a strong foothold in the industry, establishing itself as a leader and trusted logistics and supply chain partner in the region.

Current Responsibilities

- Complete accountability for the entire import and export process, encompassing shipment clearance, documentation, transportation, customer service, and other related responsibilities.
- Track and trace of shipment on daily basis & Inventory Management.
- Collaborating with departments such as Procurement, Suppliers, Finance, Warehouse Team, Customer Service, and Dispatch/Transportation.
- Ensuring seamless coordination among the Land, Marine, Courier, and Air Operations teams situated in various locations.
- Delivering exceptional customer service through comprehensive assistance with clearance procedures and order processing, encompassing both inbound and outbound operations within the realm of third-party logistics (3PL).
- Coordination with forwarding agent for DO (Delivery Order) and BOE (Custom Clearance document).
- Skilled in preparing, reviewing, and authenticating Import & Export documents. INV, PL, COO, HC, BL, ZDLM, Authorization Letters, as well as Item or product registration (FITR, FLAR, FRLA), Inspection bookings, Certificate of Origin, and Health certificates.
- Specializing in overseeing and facilitating customs clearance procedures for imported and exported goods, guaranteeing adherence to pertinent customs legislation, regulations, and protocols.
- Engagement with diverse stakeholders, such as suppliers, shipping lines, brokers/agents, Dubai Customs & Port Authorities, internal departments, warehouse teams, transportation companies, and customers.
- In-depth knowledge of Dubai Trade and Harmonized System Code (HS)

Sales Executive from 2019-2020 **Edimannickal Jewellery, Kerala, India**

- Provide exceptional customer service by providing expertise and advice on jewelry selection and care.
- Manage inventory by accurately tracking sales and restocking merchandise.
- Collaborate with the design team to create new pieces and maintain current inventory.
- Stay up to date with industry trends and share knowledge with team members.
- Ensure all jewelry is displayed properly and maintain a clean and organized store environment.
- Collaborate with the marketing team to create and execute promotional events and campaigns.
- Attend trade shows and industry events to network and stay up to date with the latest jewelry trends.

Business Development Executive from 2017-2018
Gama Media Icon Entertainment, Kerala, India

- Receiving, logging, and responding to incoming press calls
- Manages ticket assignments and distribution for client entertainment
- Provides administrative and clerical support including correspondence
- Processes payments to vendors and maintains current contacts for all vendors

Additional Skills

- Possesses strong analytical skills.
- Demonstrates exceptional customer service capabilities.
- Proficient in negotiation techniques.
- Handles sensitive and confidential information discreetly.
- Skilled in MS Office, Oracle, and PowerPoint.
- Self-reliant and thrives with minimal supervision.
- Experienced in micro and macro management.
- Proficient in process management.
- Exhibits an innovative mindset, excelling in dynamic environments.
- Shows keen attention to detail and exercises sound judgment.
- Skilled in adapting to change within a fast-paced organizational context.
- Capable of operating effectively in a multicultural environment.

Other Details

YOB: 1995, **Civil Status:** Single, **Nationality :** India, **Visa Status :**Employment Visa

Hobbies: Cooking, Dance, Movies & Outing

Notice Period : 30 Days, **Passport No & References :** Available upon request

I certify that the information provided in this resume is true and accurate to the best of my knowledge."

Augustine G.V

***"You can learn new things at any time in your life if you're willing to be a beginner.
If you actually learn to like being a beginner, the whole world opens up to you."***