

THIRTHA PUTHIYOTTIL

EMAIL bibinthirtha6@gmail.com

ADDRESS Doha, Qatar

PHONE +974 33215002



Seeking a high performing and result oriented profession in the commercial corporate sector and to lead an organization which entrusts the task of achieving its Vision while enjoying my profession

PROFESSIONAL WORKING EXPERIENCE

GULF AGENCY CO.(QATAR)W.L.L

SHIPPING ASSISTANT, 11th Jan 2023 to present

❖ Duties and Responsibilities:

- Prepare quotation to client i air & sea, import & export
- Prepare rates quotation to local client and overseas agent
- Negotiates for the best rate from overseas partners, airlines & shipping lines
- Monitor the status of shipments from overseas agent, airlines, shipping lines for import & export & provide timely updates to clients
- Execute import shipment bookings received from sales team / client from point of origin to final delivery point.
- Providing Job instruction to operations (air, sea, import & export)
- Providing pre alert documents to operations (air & sea)
- Maintaining good relationship with clients & overseas partners • Verification of documents for customs clearance as per the customs procedure
- Answering the queries thru mail, over telephone regarding the rates and routing shipment, documentary guidelines, customs rules etc
- Verification of HS CODE if any approval required by customs for import clearance
- Compute duties & taxes
- Prepare rates quotation / inquiry

GETTCO CUSTOMS CLEARANCE – SUBSIDIARY AL FAISAL HOLDING

CUSTOMER SERVICE/INDOOR SALES,

– 6th Sep 2020 to 14th jun2022

❖ Duties and Responsibilities:

- Assisting the Clients for customs clearance special approvals.
- Responsible in checking the status of the cargo and prepare status report
- Ensure the highest level of Customer Service is provided to our customers through the development and maintenance of Order Fulfilment Best Practices

- Communicating and assisting the international suppliers/clients to fulfill the shipping documents.
- Prospect and cultivate business relationships in order to generate new leads and opportunities for new business.
- Quotes price and credit terms and prepare sales contract for new accounts.
- Handling Air/Sea & Land -Import/Export Shipments
- Generate appointments and conduct presentation to client generate new corporate agreement for logistics services
- Attend sales and service meeting as required.
- Assisting the Clients for customs clearance special approvals.
- Maintain and file all records in accordance with company procedure.
- Always maintain good cooperation with both customers and the operation department.

TOKYO FREIGHT SERVICE DOHA.

MARKETING EXECUTIVE/CUSTOMER SERVICE- Qatar

2018- 2020

Duties and Responsibilities:

- Handling Air/Sea & Land -Import/Export Shipments.
- Identify and assess customers needs to achieve satisfaction.
- Build sustainable relationships and trust with customer accounts through open and interactive communication.
- Coordinating with shipping /airline regarding material coming by Ship/Air.
- Always maintain good cooperation with customers and operations department.
- Maintaining the record of shipments.
- Preparing professional Ocean / Air & Land rate quotes and proposals.
- Receiving and updating shipment status in a timely manner, issuing shipment alert.
- Achieving monthly Sales Target.

CENTURY SUPER SPECIALITY HOSPITAL

ADMINISTRATION

HYDERABAD, INDIA 2015-2017

❖ Duties and Responsibilities:

- Oversee the development and implementation of programs and policies for patient services, quality assurance, public relations, and department activities.
- Assist with recruitment, consenting, screening and enrollment of personnel.
- Organize, control and coordinate services as per the hospital board regulations.
- Ensure Prompt Ordering and Stock Of Medical And Office Supplies
- Serve as a liaison among governing boards, medical staff and department managers.
- Monitor Administrative Staff's Performance

EDUCATION

- Bachelor of business administration and computer application (BBM CA) Madurai Kamaraj University College
- Passed plus two with biology science Chinmaya Vidyalaya India
- Passed SSLC St. Joseph's Anglo-Indian Girls H.S.S

LANGUAGES

- English
- Hindi
- Malayalam

SKILLS

- Ability to handle multi- tasks and willing to assume responsibility and effective team player.
- Very effective leadership and instruction qualities.
- Ability to communicate well and adapt to situations.
- Possesses good inter personnel and communication skills.
- Have the motivation to take independent responsibilities as well as ability to continue and be a productive staff member

PERSONAL DETAILS

Nationality : Indian
 Date of Birth : 06.06.1993
 Sex : Female
 Marital Status : Single
 Visa Status : Employment (Transferable)

CAREER OBJECTIVES

To obtain a position where my qualification and experience can be leveraged to the growth of the organization, one that encourages in contributing my knowledge, developing skills profitably and offers an opportunity to learn and expand my professional horizon, a challenging position which calls for skills in finance and administration

DECLARATION

I do hereby that the above particulars are true & accurate to the best of my knowledge. It is my endeavors offer my best service and abilities to your establishment too, if an opportunity is given to serve you.

Date

Signature