



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 – Incoterms 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

طوروس لتجارة بيعلات البناء ذ.م.م.
TOROUS BLDG. EQUIP. TR. LLC.

Jan'09 – Dec'09

Jan'10 – Jul'23

Travel Desk Associate

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 CDSC –
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: 12th,** Higher Secondary School Certificate, Goa University – India
- **2003: 10th,** 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

- ④ Reviewed LC drafts in accordance with contracts, ensured alignment with internal requirements, and handled necessary amendments.
- ④ Ensured received LCs aligned with drafted versions and promptly provided amendments list for any discrepancies.
- ④ Timely monitored and followed up with counterparties on LC details, fostering effective communication with internal and external stakeholders.
- ④ Prepared comprehensive documentation including bill of lading, invoices, and packing lists for international shipments.
- ④ Tracked and monitored funds receipt in bank accounts, coordinated with corporate clients and bank counterparts, ensuring parallel processing and financial compliance.

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

Key Result Areas:

- ④ Executed efficient document scanning procedures, maintaining an organized electronic database for internal departments and branch offices.
- ④ Administered daily mail procedures, including collection, sorting, and distribution of regular mail and courier services, ensuring timely communication and completion notification to co-workers.
- ④ 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.
- ④ Took charge of photocopying confidential documents, ensuring accurate filing and secure storage for sensitive information.
- ④ Prepared and verified invoices, managed the delivery of goods, and handled payment processes, contributing to streamlined financial operations.
- ④ Successfully responded to tender projects, meeting business targets, and calculated prices considering the breakeven point, demonstrating a strategic approach to sales.
- ④ Built and maintained excellent customer relations, upheld high service standards, and monitored customer sales volumes, prices, and competitor activities for informed decision-making.
- ④ 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.
- ④ Efficiently attended numerous meetings, conferences, and exhibitions to stay updated on industry trends and foster networking opportunities.
- ④ 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