



Shyjo Mathew

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Visa: Visit Visa- Can Join Immediately

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PROFILE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE

Sales Coordinator /Logistics Coordinator Just Right Middle East FZCO

📅 04/2017 – 12/2020 📍 DUBAI, UNITED ARAB EMIRATES

Job Responsibilities

- Preparing quotation as per the salesperson's advice.
- Maintaining files
- Preparing sales order
- Maintaining records of quotations, proforma invoices, and job in hand.
- Handling all the Accounts of the Customers & Vendors.
- Maintaining proper records for Receipts. Payments.
- Prepared management reports concerning purchases, sales
- Prepared various packages for shipment and inventory
- Provided updated shipment information via email Assisted customers with the preparation of shipping documentation
- Coordinate incoming and outgoing inventory deliveries
- Maintain inventory records and database.

Warehouse associate Diamond Food Products Co

📅 06/2016 – 02/2017 📍 KOLLAM, KERALA, INDIA

Job Responsibilities

- Assign delivery
- Oversee and assist with the loading and unloading of deliveries
- Identify potential inventory shortages and communicate with the relevant department
- Pick and prepare orders to be shipped
- Ensure proper packaging and labeling of shipments
- Ensure shipping counts match the order documents
- Enter all information into the system for deliveries and shipments.

EDUCATION

B.com computer application Gurudev Institute of Management Studies

📅 08/2013 – 05/2016 📍 INDIA

Plus Two Government Higher Secondary School

📅 03/2011 📍 INDIA

SKILLS

📍 LANGUAGES

English



Malayalam/Tamil



Hindi



SKILLS

① COMPUTER SKILLS

Basic Computer



Excel/Word/Powerpoint



STRENGTHS

Adaptable # Managing # Team-working # Leadership
Working under pressure