



CURRICULUM VITAE: MITHUN VISWANATHAN

OBJECTIVE

To be a distinguished Import / Export Cum Public Relation officer, with extensive experience in Logistics/Materials related services with excellent knowledge of public Relation works related to Employees Immigration/ Labor & arraigning Visa through several country consulates for employees. To manage stocks of the shipments and create the invoice to customers.

PROFESSIONAL STRENGTHS

- Professional attitude and strong commitment to the job
- Creating invoice, delivery advise and packing list
- Excellent leadership qualities and capable of motivating the team members
- Capable of making a creative input into business development
- Productivity Improvement
- Public relation works
- Free Zone & Customs procedures

PROFESSIONAL EXPERIENCE

Feb 2019- Present **HORMOZ POWDERCOMPANY FZE**
Public Relation Officer / Documents Controller

- Processing of employee administrative tasks related to immigration and Labor works
- Creating invoice & packing list
- Responsible for maintain Employee related documents
- Monitoring all Free Zone Temporary Import document
- Coordination in shipment clearance and communicate with freight forwarders & port agencies for smooth clearance
- Coordinate with boarder agent and avoid delays
- Maintaining Import / Export document & creating and updating Free Zone Shipment Stock
- Handling Customs Clearance at Sharjah port and Hamriyah Free Zone

Dec 2016 - 2019 **S.I STUD INC HAMRIYAH FZE**

Public Relation Officer /Assistant Operations Manger

- Processing of employee administrative tasks related to immigration and Labor works
- Creating invoice, packing list & delivery advise
- Responsible for maintain Employee related documents
- Handling Customs Clearance at Sharjah port and Hamriyah Free Zone
- Good Knowledge of Free Zone Procedure
- Working knowledge of Various Customs Clearance, Import / Export procedures
- Monitoring all Free Zone Temporary Import document
- Handling of Company mails and documents
- Apply Certificate of Origin at Sharjah Chamber of Commerce and Legalization documentation for concern departments

Name
MITHUN VISWANATH

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SHARJAH

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DATE OF BIRTH
July, 03, 1983

VISA TYPE
Employment Visa

DRIVING LICENSE
UAE (Light Vehicle)

LANGUAGES
ENGLISH (Read, write, speak)
ARABIC (speak)
HINDI (Read, write, speak)
MALAYALAM: Native

IT SKILLS
MS OFFICE
WINDOWS XP/2000
INTERNET EXPLORER

INTEREST
CRICKET

2006 - 2015 **INDUS REAL ESTATE LLC DUBAI**
Sales coordinator & store keeper

- Handling Company Quotations
- Managing Smooth Deliveries & Take care of product expires
- Supervision of Office work
- Maintaining & updating the office records and files.
- Attending office tasks

EDUCATIONAL HIGHLIGHT

Secondary school leaving certificate (SSLC):1999
Pre Degree (Higher secondary / Calicut University: 2001
Bachelor of commerce (Calicut University):2004

I hereby declare that above mentioned particulars are true, completed and correct to the best of knowledge and belief.

MITHUN VISWANTHAN