

Jiji Premarajan

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CAREER OBJECTIVE

Qualified and gulf-experienced professional offering 6+ years experience within diversified companies in UAE. Equipped with rich exposure in bills and collection cycle, business coordination, administration and customer service with capability on general accounting. Efficient team player possessing abilities in handling multiple tasks even under pressure and meeting strict deadlines combined with excellent communication, organizing and time management skills. Seeking for a more challenging and rewarding career in Logistics Industry where core competencies, gained experience and strong educational background can be utilized.

EDUCATION

- **Bachelor in Commerce** - University of Calicut, Sharjah, UAE
- **Emirates Aviation College :**
- Emirates Aviation College
- Cargo & Special Load Handling
- Dangerous Goods Handling
- Cargo Product Knowledge

WORK EXPERIENCE – FULL TIME

Internal Sales Coordinator (**Oct -2018 –March-2020**)
Starlight Airlines

- Generating/Handling enquiries of customers, understanding and analyzing the customers' requirements in line with the company's business activities, Preparing Quotations coordinating with the Company's Pricing Department
- Following up on quotations and orders and ensuring the smooth flow of job.
- Interacting with the Operations, Interline Partners, Management, Finance and Transportation department to ensure for the smooth movement of jobs. Coordinating with Accounts for the preparation of Invoices and Payment follow ups.
- Identifying Potential Customers, Maintaining a healthy and productive relationship with current and potential Customers. Negotiating with Customers and Vendors for fixing appropriate prices.

Fast Forward LLC, Dubai, UAE (**Feb 2013 - May 2017**)

Accountant

- Receive and record invoices and arrange payments
- Reporting on any outstanding invoices.

- Handling and balancing petty cash Aed 50000
- Prepare and maintain various supporting documents like bills, receipts,
- Identified, researched, and resolved customer issues using the computer system. Processed accounts payable entries. Booking Airway Bill, Invoicing and Job Closing.
- Assisting Accounts Manager to prepare financial statements and reports. Processed accounts payable entries, Coordinated in all aspects of monthly closings and financial reporting
- Perform a variety of accounting functions including examination, analysis, maintenance, reconciliation and verification of financial records under direct supervision.
- Work on computers programmed with accounting software to carry out assigned duties.
- Carry out data entry of daily accounts and assist in handling AR/AP of the company.
- Participate in preparing trial balance, vouchers and cashbook, as well as accounting reports.
- Liaise and work cooperatively with banks, auditors, suppliers, and all third parties dealing with the company.
- Prepare and uphold confidentiality of correspondences, documents and reports.

EITC-Du Contact Centre, Dubai, UAE (Jan 2012 -Jan 2013)

Collection Officer

- Interacted with outbound customers to discuss matters regarding payment method and bill information.
- Collect the monthly dues from the customers,Handled phone and email correspondence to provide online and over the phone support to registered customers.
- Direct customer complaints and other unresolved issues to the designated department.Provided continues feedback to senior management and communicated new developments to associates.
- Prepared reports and correspondence relative to collections, status of accounts, and payment records.
- Researched, reviewed, and verified financial information and offered recommendations concerning disposition of accounts.

Dnata Cargo, Dubai, UAE (May 2009- Dec 2011)

Cargo Assistant Officer

- Provided a comprehensive sales support and information brokerage service to cargo agents.
- Optimize transportation shipments for customers while balancing service and cost using the transportation management system.
- Handled and tracked transportation shipments and freight forwarding from inception to final delivery.
- Communicated effectively with customers, carriers and cargo agents.
- Balanced the customers' needs with company's profitability.
- Programmed, designed and maintained the business applications of the company

- Modified, repaired and expand existing programmes and applications.
- Worked in mainframe environment preparing instructions to run programmes.
- Advised clients on transportation and payment methods.
- Identified new revenue opportunities by achieving an appropriate number of outgoing calls. Followed up identified sales leads and maintained existing accounts through building relationship with the key personnel and decision maker.
- Negotiated service rates with airlines cargo partners thus offering best rates to new and existing customers.
- Ensured that right and updated information is obtained from the airlines. This includes rates, airlines schedule, capacity and space availability to offer customers accurate information and quality solutions.
- Monitor shipment and updated the customers regarding their shipment status on daily basis

Computer Skills

- Proficient in **Jupiter** (Accounting Software).
- Proficient in **Tally**.
- Excellent **CALOGI** knowledge
- Excellent knowledge in MS office

Language skills

- English (Read, Write & Speak)
- Malayalam (Read, Write & Speak)
- Hindi (Read & Write)

Personal Profile

Name : Jiji

Date of Birth : 16-10-1989

Marital status: Married

Nationality : Indian

DrivingLicense:Yes

Visa status : Husband Visa

Passport no : R9047472

Date of issue : 07/03/2018

REFERENCES

Available Upon Request

DECLARATION

I hereby declare that the above - mentioned information is true to my knowledge and I bear the responsibility for the correctness of the mentioned particulars.