

CURRICULUM VITAE

VINEETH GR

Center Point, Dubai

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CAREER OBJECTIVE:

A Sales & Marketing Professional looking to obtain a position in a reputed organization that will provide growth, stability and opportunity for advancement. To work in a competitive environment where I can learn new information to sharpen my knowledge and skills and contribute to the company's growth.

TECHNICAL SKILLS:

Platform : Windows , Mac , Linux
Applications : Microsoft Office (Word, Excel, PowerPoint, MS Outlook),
Adobe (Photoshop, Light room, Illustrator, After Effect, Premier pro)

INTERESTS:

- Mastered Adobe Suits.
- Documentation.
- Customer Handling.
- Team Leader.
- Material Handling.
- Photo Retouching.
- Mastered MS Office.
- Store Operation Management.
- Data Entry.
- Social Media Marketing.
- Meeting Clients.
- Designing.

SKILL SET:

- Leadership Quality.
- Willing to Work Hard.
- Problem Solving.
- Punctual.
- Good Listening Skill.
- Sincere, Dedicated, Trust worthy.
- Excellent Relationship Builder.
- Excellent Communication Skill.

EXPERIENCES/ ACHIVEMENTS:

- ❖ Currently working as **Office Administrator** in MILAN VISION GENERAL TRADING CO LLC, Business Bay,Dubai for the period from 30th March 2017 until today.

The Company is a whole sale distributor for optical frames and sunglasses all over the world.
My job is to

- Contact with customer and Create Sales.
- Create new customer leads.
- Provide social media marketing for the optical products and create custom designs and posters for our clients.
- Receive Shipments and ensure both quality and quantity.
- Trace, Track and expedite purchase processes.
- Create and maintain contact with vendors and customers to ensure timely delivery of goods.
- Interaction with third party logistics service providers.

- Ensure all payments are processed in time.
- Creation of packing list and update shipment information in database.
- Pay or arrange for payment of taxes and duties on shipments, clear goods through customs and to their destinations for clients.
- Quote duty and tax rates on goods to be imported, based on federal tariffs and excise taxes.
- Arrange for transportation on product distribution of import/export.

❖ Worked as **Logistics & Distribution Coordinator** in Arcus Builders & Developers Private Limited, Thiruvananthapuram for the period from 12th January 2016 to 16th February 2017.

- Receive Shipments and ensure both quality and quantity.
- Trace, Track and expedite purchase processes.
- Create and maintain contact with vendors and customers to ensure timely delivery of goods.
- Interaction with third party logistics service providers.
- Ensure all payments are processed in time.
- Creation of packing list and update shipment information in database.
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- Quote duty and tax rates on goods to be imported, based on federal tariffs and excise taxes.
- Arrange for transportation on product distribution of import/export.

Shipping & Logistics Administrator Training Attended

- Training attended for Port, Customs Clearance, Forwarding formalities and Documentation
- **Special Training attended for UAE Shipping, freight forwarding procedures and familiar with EMIRSAL2 declaration processing.**
- Customer Coordination, Order & Delivery follow up
- To work in conjunction and coordination with seniors and follow all instructions related to maintaining of day-to-day Administrative & Functional affairs.
- Interoffice correspondence/Contracts documents/sorting mail etc.
- Prepare and follow up enquiries/quotations and documents of invoice, delivery notes, etc.

❖ Worked as a **Graphic Designer** in Film Industry.

- Photo Compositing, Color Grading to matchup the concept of the Director
- Managing, producing and designing projects from brief to fulfillment.
- Designing & creating marketing & e-marketing materials on a range of projects.
- Presenting finalized ideas & concepts to clients, colleagues and senior managers.
- Answering queries from clients.
- Creating original artwork for short and long term projects.
- Involved in designing advertisements, brochures, Posters and online graphics.
- Working with a range of media, including photography, to create final artwork.
- Keeping up to date with new software, post-production techniques & industry trends.

PERSONAL PROFILE

Date of Birth	15 th January 1991
Nationality	Indian
Passport No.	M2977828
Valid Till	27 th October 2024
Sex	Male
Marital Status	Married
Languages	English, Malayalam, Tamil
Visa Status	Employment Visa

ACADEMICS:

- **Schooling**

- Xth CBSE Board Exam [B.P.M Model School in March 2007.]
- Higher Secondary [Amrita Sanskrit Higher Secondary School, in March 2009.]

- **Graduation**

- B-Tech in Computer Science Engineering from Vidya Academy of Science and Technology, Thrissur (University of Calicut) in June 2013. [Course Completed, Result Awaited]
- Diploma in Logistics and Supply Chain Management from Mithra Institute of Management Studies - College of Logistics, Thiruvananthapuram in May 2016.

DECLARATION:

I hereby declare that all the information given above is correct to best of my knowledge and belief.



VINEETH GR