



BIBIN JOHNSON



Al Nahda



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DOB : 09/10/1995

PROFILE

Always work ahead of the company's expectation, and prove myself to be one of its valuable assets, also to be liked by the seniors and colleagues. Seeking a suitable and challenging permanent position with a well-known and professionally managed organization, where I can apply my skills and talents.

SKILLS

- Records analysis and document preparation.
- Communication
- Strong analytical and problem-solving skills
- Create Ideological Team player

LANGUAGE SKILLS

English, Hindi, Tamil and Malayalam

PASSPORT DEATILS

Passport No: N4975197
VISA Details: VISIT VISA
(Valid till 30 April, 2022)

WORK EXPERIENCE

• *Worked as a trainee*

(Assistant Operational Executive in documentation) in Shannz Cargo (CHA) Pvt Ltd. (June to October 2019)

JOB ROLE

- Ensuring the safe and timely pick up & delivery of shipments
- Monitoring shipments costs, timelines & productivity.
- Reviewing, preparing & routing purchase order.
- Answering customer queries.
- Overseeing all supply chain operations.

• *Worked as Marketing Executive for 1 years from (2019 Dec-2020Nov) under the agency in Britannia Pvt Ltd.*

JOB ROLE:

- Promotional Activities
- Monitoring performance
- Coordinating internal marketing & Organization culture
- Target achievement
- Updating database & Presenting ideas & strategies

• *Worked as Junior Accountant and Logistics Assistant in AJ Naturals (Jan 2021 to sept 2021)*

JOB ROLE:

- Store assistant
- Store keeping
- Summarizes current financial status by collecting information
- Preparation of P&L & balance sheet
- Preparation of invoices in computer

EDUCATION HISTORY

- NEBOSH International General Certificate in Occupational health & Safety from Ensign Safety academy in October 2021(waiting for project approval IG2)
- Logistics & Supply Chain Management from WHRDE in 2018.
- Diploma in Air Cargo Management from Technical Education in 2018
- Graduation- Bachelor of Commerce from Kerala University in 2017
- Higher Secondary from Kerala Higher Secondary Examination Board in 2014

ADDITIONAL QAULIFICATION

- MS Word, MS Excel, MS Power point
- Internet operations
- Skilled in Tally ERP 9.
- Good knowledge in Dubai Trade Software (Bill of Entry, D/O request)

Personal Interests

- Photography
- Cooking
- Music
- Travelling
- Movies
- writing

I hereby declare that the all the information provided above are true and correct to my best knowledge and belief

Place : Dubai ,UAE

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