



AJAYAN VELIYAT



+971 50 312 0386



aju4ram@gmail.com

CAREER OBJECTIVE

Seeking a position to utilize my experience in a career opportunity where make a significant contribution to success of the employer will be gained also a professional advancement me. I am ready to work towards improving the efficiency of the company, so that both company and I can reap the benefits of work. Intend to build a career with leading company with committed and dedicated people which will help me to explore myself hopefully and realize my potential willing to work as a key player in challenging and creative environment.

ACADEMIC QUALIFICATION:

Passed the Bachelor of Arts Degree Examination from Calicut university, Kerala in 1995.

Passed S.S.L.C. from Kerala Board of Secondary Education.

COMPUTER KNOWLEDGE :

Working Knowledge of MS Word, Excel, Power point and Outlook Express.

Good typing Skills.

PERSONAL DETAILS:

Marital Status - Married
Gender - Male
Nationality - Indian
Visa status - Visit visa will finished on 19th January 2022.

Language Known - English, Hindi & Malayalam

Passport No. - T3933634
Place of issue - Dubai

EXPERIENCE / JOB RESPONSIBILITY

Worked with Massira Worldwide Gen. Trading, Ajman, UAE from November 2016 to January 2021

Sourcing and selling of Garment accessories and trims.

Making and maintain stock reports of all items in the stock.

Keep track of fast moving items and arrange similar items in stock.

Always get updated with new fashion in the market and source the items for shop.

Communication with customers and suppliers.

Worked with Geebee Garments, SaifZone, Sharjah, UAE

One of the leading Garment export house in UAE into Retail as well export., manufacturing work wear Garments like Boiler suits, Jackets, Tunics, Shirts, Trousers, Skirts, Blouses etc. working as a Merchandiser October 2005 – October 2016.

- Coordinating with Factory for all aspects of sampling and production and assuring timely execution.
- Professional handling of orders from order processing to eventual shipment.
- Sourcing of Fabrics and Trims from suppliers across the globe.
- Price negotiation and coordination with the logistics department to effectively manage the supply flow to the factory on time.
- Maintaining MS Excel based order book. Preparing management reports via spreadsheets.
- Preparing pipeline reports to enable the production team to better plan their production plan.
- Preparing Excel based Stock reports, packing lists and Client invoices.
- Checking and giving comments/approvals on the submission of internal size sets from the factory before starting bulk production.
- Coordinating with production manager and giving support to production team to get the bulk shipments ready on time.
- Random inspection in-process/finished products; ensuring all the client specifications been followed.
- Coordinating with logistics department to arrange shipments by providing details of container requirement if any
- Uploading production in SAP (Buyer provided system)
- Submitting all the relevant shipment documents to the buyer.
- Coordinating with logistics department and accounts department for the payment invoice to the buyer and follow up on payments

Worked with MB clearing and forwarding Mumbai from 2002 to 2005 as a Documentation Incharge (Export – CHA)

Worked with Staad Askhay Marine Services Private Ltd Mumbai From 1999 to 2002 as a Documentation Assistant (Export – CHA)

- Preparation of shipping bill under various scheme
- Preparation of invoice and packing list and freight certificate
- Preparation of bill of lading
- Maintaining the export & Import register
- Coordinating with client and also handling the post shipment
- Preparation of advance cargo declaration.

DECLARATION:

I hereby declare that all the above statements are true and correct to the best of my knowledge and belief.

Place - Sharjah

Date -

Ajayan Veliyat