



SHARON NELSON

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Ajman, UAE

INTRODUCTION

Accomplished and result focused professional with over 7 years of strong experience in logistics and sales.

I hold an Advanced Diploma in Air Cargo Management, Diploma in Air Cargo Practices & Documentation and am currently pursuing a Bachelor of Tourism Studies degree.

I am looking for opportunities in Logistics, warehouse operations, or retail Sales and Marketing.

SKILLS SUMMARY

- Logistics & supply chain management.
- Shipping Documentation / Material Management and Warehousing Operations.
- Sales & Marketing- Liner & Forwarding.
- Inventory Management and Inventory Control.
- Cash Handling
- Purchase and Procurement Management.
- Retail and Merchandising Operations.
- Import and Export Procedures (India).
- Freight Operations.
- Transportation / Materials Handling

ACHIEVEMENTS & RECOGNITIONS

- Received 'Star of Joy' award every month at Joyalukkas Exchange, Ajman from October 2019 onwards

WORK EXPERIENCE

Joyalukkas Exchange, Ajman, UAE

Assistant Manager, August 2021 – present

Bank Teller, June 2019 – July 2021

- Executed customer transaction regarding cash, money orders and money exchange
- Proficient in exchanging 30 different currencies.
- Maintained balancing record with 100% rate of accuracy.
- Proficient in using computers and other office equipment.
- Exceeded monthly sales goal.
- Recorded amount received and prepared reports of transactions.
- Processed exchange and foreign currency.
- Maintained friendly and professional customer interaction.
- Train new employees on money exchange procedures, cash drawer handling.



EDUCATION

Bachelor of Tourism Studies

- IGNOU
- Currently pursuing

Advanced Diploma in Air Cargo Management

- Zabeel International Institute of Management & Technology
- September 2015

Diploma in Air Cargo Practices & Documentation

- Zabeel International Institute of Management & Technology
- 2014 - 2015

COMPUTER SKILLS

- Windows, MS-Office
- Desktop publishing

LANGUAGE SKILLS

- English, Hindi, Malayalam

DRIVING LICENSE

- UAE Driving License (Manual)

PERSONAL ATTRIBUTES

- Very good at striking positive relationships with clients, vendors and team members alike
- Excellent communication, with clear and assertive professional language
- Self-confident and motivated to take up challenging assignments
- Passionate about learning new technologies and methods in the industry
- Fast learner, motivated to constantly improving my skills and knowledge

PASSPORT & VISA DETAILS

- Valid Indian passport
- Employment Visa

PERSONAL DETAILS

- Marital Status: Single
- Date of Birth: 17-12-1992

PROFESSIONAL REFERENCES

- Can be provided on request

- Performed all duties as assigned by supervisor.
- WPS Cash and Registration.
- Greet people warmly and direct them to appropriate bank personnel.
- Handle loan payments and cash checks.
- Collect loan and utility payments.
- Promote bank products & transactions.
- Exchange foreign currency.
- Count cash at beginning and end of shift.
- Balance currency, cash and checks in cash drawer at end of each shift.
- Process routine account transactions.
- Disburse money to customers.

Just Dial, Ernakulum

Sales & Marketing, 2018 - ?



- Data analysis for marketing and advertising strategies.
- Preparing and delivering sales presentations to new and existing client.
- Increases sales revenue through delivering leading-edge sales presentations.
- Implements advertising/marketing initiatives resulting in market awareness and new client acquisition

Kalleppuram Metals, Ernakulum

Documentation Assistant, 2017 - August 2018



Southerland Company

*Telesales in Equifax Bureau as sales & retention
2016 - 2017*



DHL Express India Pvt Ltd

Retail Executive, 29 August 2014 – 31 October 2015



- Mark and label containers, container tags, or products, using marking tools.
- Record product, packaging, and order information on specified forms and records.
- Examine and inspect containers, materials, and products in order to ensure that packing specifications
- Collating and processing initial order sheets for incoming and outgoing goods.
- Completing tasks within allotted time frames.

Marine Container Services (South India)

Documentation Assistant, Feb 2014 - August 2014



- Prepare quotes for customers, involving examining products or materials to estimate quantities or weight and type of container required
- Maintained and organize shipping supplies.
- Organized monthly inventory checks.
- Contact transport companies to trace or expedite merchandise.
- Created bill of ladings, free forms, and tally sheets for drivers delivers

DECLARATION

- I hereby declare the above given information is correct & complete to the best of my knowledge & belief.

Sharon Nelson