**PERSONAL DETAILS**

Address: Manama, Date of Birth: 29/10/1988

Bahrain Gender: Male

Mobile No: +973 35331053 Driving License: Yes

Email Address: jjoshmead@hotmail.com Additional Visas: B1/B2 USA Visa

**SKILLS AND PERSONAL QUALITIES**

I am hardworking, trustworthy and a keen individual. I am a very positive, energetic and dependable person. I enjoy challenges and am always keen to learn new things and develop on my existing skills. I have excellent organisational skills, which enables me to work to deadlines and under pressure. I am also able to multi-task, whilst still having a good attention to detail. I am familiar with a wide range of IT applications and proficient in MS Office. Able to work as a part of a group, I am a committed team player and can lead from the front. I possess excellent written and verbal communication skills in English and Hindi.

**Objectives**

I work hard to achieve my full potential. I aim to sufficiently carry out and complete my responsibilities towards my career, education and family.

**EDUCATION AND QUALIFICATIONS**

Wellingkar Institute of Management, Development and Research, Mumbai, India

Diploma in Material Management 2017

Diploma in Marketing Management 2011

Radio Bhavan, Mumbai, India 2013

IATA Cargo Introductory Course

Smt. Mithibai Motiram Kundnani College of Commerce and Economics, Mumbai, India

Bachelors Degree in Commerce and Economics 2010

Commerce and Economics (Passed – First Class) 2007

The New Indian School, Bahrain 2005

Elected as Prefect and House Captain at Secondary level

**PROFESSIONAL EXPERIENCE**

**Epic Marine W.L.L, Bahrain** October2017 - Present

General Manager

* Business development and client acquisition locally and internationally
* Overall operations of the company laying emphasis on Sales
* Managing all HR related processes i.e. Hiring, Visa applications, CPR applications, LMRA and GOSI payments, on boarding and off boarding
* Managing Admin related processes
* Managing logistics related processes
* Instrumental in the setup of the company
* Quality Control
* Staff Training

**Great Lakes Dredge and Dock Company, Bahrain** August 2016 – October 2017

Regional Logistics Supervisor

* Managed logistics of the Middle East single handedly
* Successfully coordinated the movement of shipments between sites locally as well as internationally
* Coordinated with Clearing and Customs agents to ensure deliveries took place in a timely and seamless manner
* Coordinated with local and international freight forwarders to ensure optimal pricing

**Almoayed Wilhelmsen Ltd., Bahrain**October 2014 – August 2016

Logistics and Freight Sales Executive

* Client acquisition for business development
* Meetings, telephone conversations and discussions with prospective clients
* Enquiries for imports and exports shipments
* Quotations for clients

**Mars Freights, Bahrain and Saudi Arabia**  February 2014 – October 2014

Logistics and Freight Sales Executive

* Client acquisition for business development
* Meetings, telephone conversations and discussions with prospective clients
* Enquiries for imports and exports shipments
* Quotations for clients

**Al Mulla Logistics W.L.L, Bahrain** April 2011 – October 2012

* Import Department:
* Dealing with cargo clearance
* Issuance of delivery orders
* Updating E2K for UPS
* Creation of job files
* Handling US navy shipments
* Clearance pertaining to road shipments
* Export Department:
* Creation of airway bills
* Invoicing and creation of job files
* E2K entries for UPS and ISF filing
* Removals/Personal Effects Department

**TRAINING**

* 12th – 14th April 2007 Fire Prevention and Fire Fighting
* 10th-11th April 2007 Proficiency in Elementary First Aid
* 5th – 7th April 2007 Personal Safety and Social Responsibilities
* 2nd- 4th April 2007 Personal Survival Techniques

**REFERENCES**

* Available upon request.