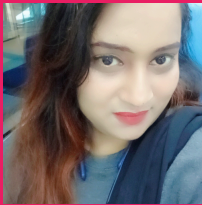


KHUSHBOO LOKHANDWALA



Contact

@ klokhandwala70@gmail.com

0551505730

AlQuoz Dubai ,UAE

Skills

Administrative Writing Skills 80%

Microsoft Office Skills Managing
Processes Organization Analyzing
Information Professionalism
Problem Solving Supply
Management Verbal
Communication Email System

Languages

English, Hindi, Marathi, Gujrati

EXPERIENCE

ADIRAI FREIGHT SERVICE LLC -UAE – DUBAI JAFZA Freezone January 2022 - August 2024
Warehouse Operation Assistant
*Keepslogs and records of warehouse stock, executed orders etc.

* Computer-savvy with a working knowledge of logisticssoftware.

*Prepare ASN, GRN, DELIVERY ORDER.

Prepare Manifest, Cargo Transfer, costing – Invoicing
*Emailssending to each customer about goodsreceived and delivered.

*Warehouse equipment details & Vehicle using and services and maintenances.

*Job Opening Worked on Dubai Trade Making manifest and cargo transport
Invoice packing List.

* Create new Token & Coordinate with drivers.

Process Orders (coordination with warehouse and quality check to get the orders ready for delivery)

* Setup Delivery Schedules and coordinate with customers

* Ensure deliveries are loaded into delivery vehicles

* Assist customers and responds to customers' questions over email/ WhatsApp/ telephone

* Handle Customer Complaints and Issues

JUSTDIAL INDIA PVT LTD- India March 2019 - November 2021
Information Retrieval Officer
*Resolve customer complaints and giving commercial information on call.

*Customer Care representative will manage Inbound & Outbound calls/ Chats Emails.

*Respond promptly to Customer Inquiries.

Assist in keeping the store clean and display organized

* Availability to work flexible shifts within Dubai

IIPT (Indian Institute Planning Technology)- India	August
Admin Executive	2017 -
*Provide Administrative Support to ensure efficient operation of office.	February
*Answer phone calls,schedule meetings and supports visitors,	2019
*Carries out Administrative duties such as filing, typing, copying, scanning etc.	
*Completes operational requirements by scheduling and assigning administrative projects and expanding work results	
RAVINDRA BHARTI COLLEGE	March
Admin Assistant	2015 -
*Explain about admission procedure offered to the prospective students and their parents through phone calls & Emails and with meetings.	June
*Advice students on application process, keep track for degree completion. Organizing activities and managing student's data.	2016
* In Excel Sheet we maintain all college & Library book and lectures details, prospectus.	
Karnal transport L.L.C (Currently)	September
Accounts	2024 -
* Making Invoice and send to customer & Co -ordinate with customer to payment.	
* Handling Company expenses & Employee Salaries.	
* Coordinating with Tax filling Team	

EDUCATION

Mumbai University (India)

Bachelor of Degree

ADDITIONAL INFORMATION

Nationality - INDIAN

Religion - Islam