

# RONITH VINCENT

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**Targeted Roles:** Front Office Operations/ Billing and Operations Executive/Logistics Professional/Forex

**Targeted Industry:** Logistics and Supply Chain/Exchange Houses

**Targeted Locations:** GCC Canada, United Kingdom Austria, and New Zealand

## Front Office Assistant

Logistics Operations • Front Office Operations • General Administration • Reporting & Documentation • Customer Service • Relationship Management • Liaison & Coordination • Document Processing • Order Processing • Team Management • Delivery Management • Invoice Recording • Purchase Order Processing • Work Management • Shipment Tracking

## PROFILE SUMMARY

- Result-driven and motivated Front Office Assistant with over 5 years of experience in performing and/or managing various office duties.
- Successful in office management and systems administration; contribute to the successful operations and profitability of the company.
- Possess knowledge of procedures & practices related to logistics operation, shipment processing, delivery confirmation, liaison with shipping vendors, document processing, shipment statistics and tracking, distribution, inventory recording, invoice, and purchase order processing.
- Ambitious young professional with strong customer service, analytical and problem-solving skills. Polished interpersonal abilities with a knack for relationship building, both internally and externally.

## CAREER HIGHLIGHTS

- Played a major role in processing money with minimal errors.
- Significantly contributed in providing corporate clients with the option of remote money transactions.
- Streamlined daily operations with new updated billing software.
- Accountable for undertaking activities related to logistics of receiving and dispatch of paint materials as a result obtained minimum errors.

## WORK EXPERIENCE

**Front Office Associate: Al Fardan Exchange, Abu Dhabi, UAE: Since May 2021**

### Key Deliverables

- Report to management and perform administrative duties.
- Administer activities related to the management of foreign currency transactions.
- Handle activities such as money remittance, payroll services, card sales and services, corporate foreign currency transactions, etc. Handle general office duties, including consulting with customers, answering phones, and sending emails.
- Assist with Enterprise Asset Management (EAM) software upgrades and implementation, and help the EAM team as they create, train, and roll out brand new features.
- Cash and handling international remittances FCY trading

- EOD reporting and record maintaining
- Handling duties of Chief Teller and overall branch supervision
- Data entry and record keeping
- Corporate Transaction and customer relations

## **Billing and Operations Executive: Colour Wheel, Kerala: Aug 2018 – Mar 2020**

### **Key Deliverables**

- Printed and verified inbound and outbound invoices to make sure billed rates meet guidelines as agreed on each of their specific contracts.
- Reviewed supporting documentation such as Bill of Ladings and other submitted documentation to ensure container and movement accuracy.
- Created a purchase order for manual invoices that are not submitted through the system.
- Submitted purchase order for approval. Upon approval, forwarded invoices to Accounting for payment processing.
- Provided payment information and aging reports to carriers on a weekly basis to carriers to report payment activity, pending invoices, billing discrepancies, missing documentation or other.
- Tracked all invoices individually in the CRM database to be able to provide live updates to carriers and management as requested.
- Maintained a successful relationship with carriers by providing billing information via e-mail, phone calls or meetings upon carriers' request.
- Maintained a healthy relationship with departments as needed to ensure 100% transparency when it comes to carrier's movements, billing questions and/or discrepancies.

## **INTERNSHIP TRAINING**

Organization: Freight Care Logistics LLC, Dubai

Duration: Jan 2017 – Mar 2017

Role: Industrial Intern

## **TECHNICAL SKILLS**

- Well-versed with MS Office (Word, Excel, PowerPoint), Email, and Internet Applications

## **ACADEMIC DETAILS**

**Post Graduate Programme in Logistics and Shipping** from Indian Institute of Logistics, Chennai in 2017

**BA (Political Science)** from Baselius College, Mahatma Gandhi University, Kerala in 2016

## **PERSONAL DETAILS**

Date of Birth: 29<sup>th</sup> January 1995

Driving License: India and UAE Valid Driving License

Nationality: Indian

Languages: English, Hindi, and Malayalam