

# United Arab Emirates Jobs Expertini®

## Trade Execution Coordinator

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Company: Rural Management Consultant Pvt.Ltd

Location: united arab emirates

Category: other-general

Coordination with Supplier/Buyer and supervision companies for shipment execution. Freight bookings with shipping Lines and forwarders (both by rail and by sea, both container and break bulk). Handling queries for both buyer and suppliers. Resolving them promptly and in line with the business service level agreements. Issuance of contract notices (nominations, sending doc instructions, shipment advices) as per contract terms. Handling documentation with suppliers/buyers/bank under CAD/LC terms and conditions and its timely submission. Timely execution and regular follow-ups with all related counter parties. Various system updates & reportings. Liase with various departments like accounting and trading for carrying out trade execution activities smoothly and efficiently. Maintaining accurate shipment records. Scrutinizing and processing commodity / service invoices for payment. Payment follow up with the buyer and ensure all outstandings against the shipment settled and closed. Our client is a large MNC into commodity trading

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