**CURRICULUM VITAE**



**Objective:**

Looking for **Logistic Coordinator** position in an esteemed organization in order to utilize my education and experience in such a way that it benefits the company.

**Summary:**

* Superb managerial & Communication Skills.
* Communicate well with staff, management and customers at each level.
* Able to support team work for resourceful process of company.

**EDUCATIONAL PROFILE: -**

* Bachelor of Science (**Information Technology**) 2005-2008, Bharathidasan University

**Experience in Saudi Arabia(K.S.A):**

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| **(1)** | **Organization** | **:** | **Al Contracting Company.** |
|  | **Designation** | **:** | Logistic Coordinator |
|  | **Duration** | **:** | Aug 2008 to Feb 2014 |
| **Experience In Dubai(U.A.E):** |  |
| **(2)** | **Organization** | **:** | **Supplies L.L.C** |
|  | **Designation** | : | Logistic Coordinator |
|  | **Duration** | : | Jun 2014 to Sep 2015 |

**Job Description in K.S.A:**

* **Receiving the new arrivals and vacation return employees and arrange their accommodation,cash advance(loan),transportation,food.**

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* **Accomodation:Arrange the bed,steel cot,Dressing locker.**
* **Cash advance(Loan):Loan issued to the employee and then later take the payment from the employee account.**
* **Transportation:Arrange the vehicles for pick up and drop our staffs.**
* **Submit their documents to the department manager and distribute the employees to the site(As per instruction form the department manager).**
* **Collect their daily reports(Time sheet)from the site and submit to wages and prepare their salaries**
* **Arrange the vehicle for sick employee and send to hospital.**
* **Prepare the visa,iqama,Emirates I.D,Vehicle license,Medical Insurance Card for our staffs.**
* **I have the 7 years experiences of driving skills also(Collect the documents,TimesheeT,Site visiting and our company related works)**

**Job Description in U.A.E :**

* **Arranging the staff,manager meetings as per the company schedule.**
* **Prepare the works of Emirates I.D.Labour card,Medical insurance card,Vehicle License.**
* **Paid the company related things(bill payment,cash payment etc).**
* **Prepare the invoice,deleivery order form as per the buyer’s requested quotation.**
* **Prepare the employees requested goods and deleivered in the accurate timing .**
* **Responsible for supervising and coordinating the loading and unloading of supplies.**
* **Also oversee and organize packing and unpacking of merchandise.**
* **Collect the checque payment for goods deleivered.**
* **Check in the warehouse goods stock is available or not.**

**Computer Skills:**

 Microsoft Office package

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|  Others: |  |
|  Operating System: | Windows95, 98, 2K, ME, XP, Vista & 7 |
|  Office Automation tools: | Microsoft Office 2007 |

 Excellent Internet Skills Moderate Speed in typing.

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| **PERSONAL DETAILS: -** |  |  |
| Date of Birth | : | 22 Jan 1987 |
| Marital Status | : | Single |
| Languages known | : | English, Tamil,Hindi,Arabic. |
| Nationality | : | Indian |

**First Name of Application CV No:** **1655826**

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