**CURRICULUM VITAE**



**SUJIR**

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**Profile:**

Office/Business management and administrative coordinator with 8+ years of experience. Proactive team player with excellent analytical, problem solving and interpersonal skills. Consistently demonstrated admirable capacity to manage and coordinate various duties effectively. Efficient in IT systems, supply chain and warehouse management and document controlling.

**Job Target:**

To be the most valuable employee in an intellectually stimulating environment that will help me realize my dream to achieve my goals with dedication and diligence.

**Achievements:**

* Increased monthly business management efficiency by 30%
* Increased market share from 35 to 50 %
* Reduced business expenditure around 25% without compromising on the quality of organizational effectiveness.

**Experience:**

* From: ***August 2012 to February 2018*** *as* ***Business Administrator*** *for*:

***OM Sai Interiors & Exteriors*;Mumbai – India.**

**Responsibilities:**

* Visiting client site to understand their requirement and suggest them accordingly.
* Prepare quotations & bills and following it up at regular intervals.
* Providing IT desktop & network support to Office users.
* Maintaining a record for office IT inventory which is updated periodically.
* Purchasing of IT equipment’s for office as per company policy and providing guidance on how to make effective use of the equipment.
* Managing administrative duties including routine management of office.
* Setting up rapport with customers, dealing with multicultural clientele.
* Oversee activities directly related to sales & marketing and business development.
* Coordinate & delegate work to designers, masons & laborers
* Manage complete operational requirements by scheduling and follow ups.
* Maintain records and reports of inventories, price lists and office expenditure.
* Maintain continuous follow up of existing and potential customers.
* Planning in advance the budget and for smooth functioning of projects.
* From: ***July 2008 to March 2012***as ***IT Facilitator*** for ***International Tanker Management Limited*; Dubai – U. A. E.**

**Responsibilities:**

* Providing desktop & network support to Office users and ITM managed Ships.
* Periodic review of Inventory and fixed asset register replenishing the warehouse accordingly.
* Preparing elaborate and user friendly instructional manuals for clients.
* Purchasing of IT equipment’s for office and vessels as per company policy and providing guidance on how to make effective use of the equipments.
* Maintaining a record for office and vessel IT inventory which is updated periodically.
* Visiting ships to solve their IT related problems at all possible times.
* Provide accurate, efficient and committed logistical work support to the management.
* Logistics Management including documentation, shipment, and delivery in accordance with company policy and internationally accepted practices.
* Help preparing documents, briefing papers, reports and presentations.
* Sort out all incoming/outgoing mails and correspondence on the bases of urgency, priority, confidentiality or routing to facilitate quick and efficient service to the concerned.
* Review of shipment documents in coordination with suppliers to receipt of original documents.
* Highlight discrepancies ascertained in the shipping documents, if any, to the suppliers to take appropriate corrective action.
* From: ***September 2005 to June 2008*** as ***IT technician & Logistics coordinator*** for: **Datel Systems & Software FZ LLC (DNRD – Dubai International Airport); Dubai – U. A. E.**

**Responsibilities:**

* Carry out Logistical duties efficiently including correspondence and customer relations.
* Liaise with between management and employees on all administration matters
* Making daily work schedule.
* Review, plan and provide required facility & technological solutions in the area of procurement, transportation, warehousing, and IT.
* Examine all relevant information to assess validity of complaints and to determine possible causes.
* Lead the team managing warehousing, transport, inventory and supervise the team for ensuring efficient warehousing and inbound & outbound logistics.
* Setting time bound goals to enhance the performance and motivation of the team.
* Planning in advance the budget and for smooth functioning of projects.

**Educational details:**

* **Bachelor of Commerce 2nd year - Mumbai University.**
* **Higher Secondary School - Mumbai University – 1995.**
* **Secondary School Certificate – Mumbai University – 1993.**
* **Diploma in Office Automation.**
* **Honors Diploma in Networking Technology**
* **MCP** - Microsoft Certified Professional (ID: 2964053)
* **CCNA** – Cisco Certified Network Associate (ID: CSCO 10783597)
* **CTLP - Certified Trade & Logistics Professional (***Pursuing)*

**Personal details:**

* Marital Status : Married
* Date Of Birth :14-09-1975
* Nationality : Indian
* Visa status : Visit Visa valid until 06/06/2018.