**CURRICULUM VITAE**

SAJAN

UAEExperienced6 years

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# CAREER OBJECTIVE

Lookingforwardanexcitingandchallenging careerfor further professionaldevelopmentandhencein thedevelopment oftheorganizationwhereIamplaced.

# SUMMARY OFSKILLS

* ExperienceinLogisticManagementandproduction.
* Detailed-oriented,organizedandcomputer literate.
* Excellentdataentry,communicationandcoordination skills.
* Outstanding clerical,administrativeandproblemsolvingskills.
* Skilledinworkingunder stressful condition,managetimeandhandlingwarehouse operations.
* WellversedDocumentation(Invoice,PackingList,and AWBB/L ,Certificateof Origin).
* Goodverbal andwrittenskills&Telephonemanners.
* Computer Proficiency(MSDos,Windows,MS Word,MS Excel,

MS PowerPoint,MS Access,Internet&Email)inDocumentPreparation.

# WORK EXPERIENCE

Workingas aDocument Controller.

FromApril 2018- Till present

* Coordinatingofficeactivitiesandoperationstosecureefficiencyandcompliancetocompanypolicies.
* Supervisingadministrativestaffanddividingresponsibilitiestoensureperformance.
* Keepstockofofficesuppliesandplaceorders whennecessary.
* Managinginventory, fillingrequisitionformandcoordinating with

productionandsalesdepartment.

DocumentationSpecialist

January 2015– May2017

* Supervisingloading and unloadingofshipment andstockingofgoods.
* Collectingandverifying purchaseordersfrom production andotherdepartmentsfor placingorders.
* Preparingdelivery schedules and confirmedarrival of shipmentfromvendors.
* Performingdataentry andupdating salesandpurchaseorders.
* Creatingbillsofladingandcertificateoforiginfor shipment.
* Communicated with clients and updatedthemaboutfreightpickupanddeliveries.
* Performedphysical counting onincominggoodsandlocalauthorities fordeliverypermits.
* Sortedoutgoodsdamagedintransit and informedvendorsfortakingthemback.
* Updatedrecordsofinventory,production,salesandlocation.
* Arrangedandcoordinatedshipmentprocessandmonitoredtransferofgoods.

AccountsAssistant

October 2012–December2014

* Tomanageday to day operationsoftheaccounts department.
* Tomanageaccountspayable(billpayments,salaries, petty cashetc.)

andreceivable throughcash/ cheque/voucher ina timely manner.

* Toestablishandmaintainfiles andrecordstodocumenttransactions.
* Tomaintainandreconcilecash/financialaccounts
* Enter andcodefinancial transactions appropriately.
* Process payments as wellas documentslikeinvoices.
* MakeandTrackPayments.
* Validateinvoicesagainst items orservicesreceived.

Checkall financialtransactions foraccuracy

# EDUCATIONALQUALIFICATION

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| --- | --- | --- |
| **CERTIFICATE** | **NAMEOFINSTITUITION** | **YEAR** |
| Shipping&LogisticsManagement | InsightSchoolofEngineeringandManagement | November2017 |
| Higher Secondary(P.C.M.B) | StJoseph’sHss,Trivandrum,Kerala | June2002 |
| Secondary School Leaving Certificate(SSLC) | StJoseph’sHss,Trivandrum,Kerala | May2000 |

**COMPUTERCERTIFICATES**

Computer HardwareandNetworking,Comptia A+, MCP (Microsoft Certified Professional), MCSA (Microsoft Certified System Administrator),MCSE (Microsoft Certified System Engineer),Tally.

# PERSONALPROFILE

|  |  |
| --- | --- |
| Date of Birth | : 02-05-1984, 35 Years |
| Gender | : Male |
| Marital Status | : Married |
| Nationality | : Indian |
| Religion | : Christian |

# LANGUAGESKNOWN

English,Hindi, Malayalam(Read,WriteandSpeak).

**HOBBIES**

Hearing Music & Travelling

# DECLARATION

Iherebydeclare thattheabovementionedinformationis truetothe best ofmyknowledge