**Sajeev**

**Sales / Logistics Asst.**

U.A.E. experienced professional with proven work exposure in European co., expertise in secretarial, administrative, sales, purchasing duties and logistics coordination. Career record of successfully achieved, organizational goals and objectives. Detail oriented and committed personality with excellent analytical, problem solving, communication, interpersonal, negotiation, business coordination, PC and math skills.

**PROFESSIONAL EXPERIENCE**

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| **Secretary / Sales Assistant** | **1996-2006** |

Greko Ltd. United Arab Emirates.

**AREAS OF EXPERTISE**



**Secretary/ Office Assistant**



Perform a full range of secretarial duties and assist the M.D with a variety of clerical, technical and routine administrative duties; facilitate communication between M.D & staff.

Arrange visa, travel and accommodation for ship crew and company guests.

Preparation and maintenance of a variety of documents, correspondence, reports and related materials; utilized word processing, spreadsheet, database etc.

Collect and compile statistical and other information for inclusion into special and periodic reports. Receive, open and distribute mail; receive visitors, arrange travel, accommodation, schedule Appointments.

**PROVEN JOB ROLE**



**Sales / Shipping Co-ordination**



****Coordinated shipments going to customers and being in touch with the relevant departments for

* the shipment information.

****Assured that shipments meet customer’s requirements.

Followed up on all logistical coordination with freight Forwarding Companies.

Reviewed and controlled all documentation for maintaining the minimum order level.

Prepared and maintained suppliers account, shipping agents, purchase & expense accounts as well as payment pending list.

Enforced tight control on operational cost to the vessels whilst handling budget forecasting.

Assigned staffs for the clearing and delivery of air shipments.

Supervised the container loading and unloading of frozen fish, general cargoes. Tallied and prepared computer labels. Travelled abroad and attended vessels on arrival.

Generated and processed shipping documents; kept track of sea/road cargo through internet and on phone.

Arranged transportation, materials, provisions for ships & crew from local and overseas suppliers.

Possess good working experience in procurement, sourcing and logistics in related field.

Good knowledge with shipping and freight forwarding procedures.

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| **Purchase Assistant, Intl. Furniture, Dubai.** | **2008-2010** |

Arranged enquiries: written, verbal etc.

Selection of suitable quotations

Preparation of purchase orders, confirmation and follow up.

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| **Office Assistant, SBS PR Office Abu Dhabi.** | | **2010-2012** |
|  |  |  |

Independently handled office correspondence, maintained expenses accounts, documents etc., assisted PROs for each clients.

**LATESTJOB**

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| --- | --- |
| **Office / Sales Assistant with logistics co-ordination** | **2012-2019** |

**Wood dealer in Hamriyah, Sharjah.**

Being -the first and only office staff from the beginning of the company and for long time, and having previous experiences, could utilize all aspects for the company office and maintenance, correspondence, cargo follow up, Cargo clearance documents scrutiny, quality control, offloading containers, stock taking, counting, grading, pricing, Costing, Sales and invoicing, Preparation of Suppliers payment bills, and - co-ordinated with sales, arranged delivery etc.

**EDUCATION**

**Bachelor of Arts in Economics (1992)**

Calicut University, Kerala, India

**Other Qualifications:**

Holding UAE Driving License (Light, Manual)

Proficiency: MS Office (Word, Excel), Internet and E-mail applications and Social media applications etc.

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|  | **PERSONAL DETAILS** |
| Nationality: Indian (Keralite) | Date of Birth: 20th May 1968 |
| Marital Status: Married |  |

Visa Status: Transferable Visa

Languages of Fluency: English, Hindi, Malayalam.

* can read and write Arabic Hobbies: Travelling, Reading, Bike riding etc

Email: [sajeev-397046@gulfjobseeker.com](mailto:sajeev-397046@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**REFERENCE**

Available upon request