

SUNIL KUMAR THAKUR



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Janakpur-08,Dhanusha,Nepal.



CAREER

A highly resourceful, flexible, innovative and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. Quick learners who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. Alan is now looking for a career advancement opportunity with a company that will allow him to develop his skills & potential.

EDUCATION

- ❖ Bachelor of Business Studies (BBS) --- 2012 To 2014. Universal Academy, Janakpur, Nepal.HSC
- ❖ Board 10+2 (Management) --- 2010 TO 2012. Model Multiple College, Nepal.
- ❖ ADVANCE DIPLOMA COMPUTER ART --- 2010 TO 2011. Janakpur, Nepal.

PROFESSIONAL EXPERIENCE

1. Al Shalawi Int. logistics company (Saudi Arabia- Dammam)

Job Title : Operation Coordinator– Sep-2022 To Present

Responsibilities:

- Handling 80 trucks including (ex: Local, Linehaul and GCC)
- Sabic Polymer daily monitoring coordinate with Sabic and polymer customer for delivery (ex: Local and GCC polymer pull out and delivery)
- PLF containers complete process and daily monitoring (Ex: Empty Collection/Delivery to Plant/ Pull out loaded containers and Export Jubail, Dammam, Jeddah and Rabigh port)
- PLF invoice preparing for export
- Sipchem Polymer daily monitoring and coordinate with Sipchem and polymer customer for delivery (ex: Local and GCC polymer pull out and delivery)
- Sipchem Containers complete process and daily monitoring (Ex: Empty Collection/Delivery to Plant/ Pull out loaded containers and Export Jubail & Dammam port)
- Preparing Sipchem Invoice
- Saudi Chevron daily monitoring coordinate with Saudi Chevron and polymer customer (Ex: local polymer delivery)
- Preparing Saudi Chevron Invoice.
- Chemanol daily monitoring (Ex: Empty Collection, delivery to plant for live loading and export)
- Fasah Naql Bayan prepare Drivers' movement & diesel trips bonus **prepare**

2. Crescent Transportation Co LTD (Saudi Arabia- Dammam)

Job Title : Shipping Coordinator Export & Import – Nov-2017 To Nov-2020

Responsibilities:

- Constantly coordinate with customers regarding their export plan (Containers Qty, Vessels and etc.)
- Communicate with customers/ Sea port / plant Coordinators to go operation smoothly.
- Once received first manifest that necessary details are updated on the master board.
- Updated manifested details in oracle system very accurately.
- Receive Bayan doc and Update in oracle System.
- Follow up the sea port vessel cut off time and ETA.
- Preparing documents for port shuttle doc & containers loading doc.
- Book Truck appointments for Shuttle inside sea port.
- Arranging Trucks and Drivers for Shuttle operation
- Tracking and coordinate with drivers and truck.
- Once completed the Vessel inform the customers to proceed with further formalities and get conformation that gate in sea port manifested containers.
- FASAH related work Import and Export Booking and updating details.
- Make Monthly operation employees Time Sheet and Roster.
- Handel Tank operation Import/ Export Delivery to customer loc, return to terminal and port shuttle.
- Cargo and martial Pull out from port delivery to Customer.
- Monthly preparing allied/ Excel sheet for above related jobs for billing to Customer.
- Make reports and file to the invoicing clerk and get the conformation.
- Preparing daily, monthly containers shuttle reports.
- Conduct Daily team meeting about today operation and challenges with Manager.

3. National Contracting Company Ltd (Saudi Arabia- Dammam)

Job Title : Administrative Assistance – Oct-2016 To Oct-2017

Responsibilities:

- Maintaining an electronic and hard copies and update in system.
- Providing training and orientation for new staffs.
- Coordinating and arranging repair to office equipment.
- Scheduling meeting and preparing agendas of them.
- Preparing Work Permit/Medical Documents.
- Resolving Administrative Problems.
- Supervising Other Clerical Staff.
- Preparing Salary Time sheet for employees.
- Preparing Memo Purchasing goods and orders, etc.

SKILLS

Tools	- MS Office / Hardware
Operating system	- Windows
Software	-Oracle & ERP
SABIC ACCES	-C1978013

PERSONAL DETAILS

Father's Name : Ramprit Thakur
Date of Birth : 03:06:1995
Nationality : Nepal
Languages Known : English, Maithili, Hindi & Arabic.
Permeant Address : Janakpur -8, Dhanusha, Nepal
Passport # : PA2762466
Expire : 09 May 2034



DECLARATION

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Place: Janakpur, Nepal

(**SUNIL KUMAR**)