

CURRICULUM VITAE

SIJU S RAWTHER

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OBJECTIVE:- To work in a challenging, dynamic, productive environment and add value to the organization, which i represent and serve by utilizing all my creativity and efficiency. And to myself which concurrently upgrading attitude, skills and knowledge.

WORK EXPERIENCE DUBAI:-

GLOBAL CORP LOGISTICS: - SENIOR OPERATION . (DEC 23 TO TILL DATE)

1. Working as an Operation head.
2. Arranging trailers, pickup, refer and lowbed by self.
3. I have more than 10000+ contact of my drivers.
4. Making Purchase invoice, Sales invoice.
5. Arranging cash for drivers.
6. Daily tracking sending mail to the customer.
7. Sales- Attending meeting for land business.

FUSION SHIPPING SERVICES LLC:- OPERATION .

1. Making Purchase invoice, Sales invoice.
2. Arranging cash for drivers.
3. Arranging trailers, pickup, refer and lowbed by self.
4. Daily tracking sending mail to the customer.

ORBIT SHIPPING SERVICES LLC :- OPERATION HEAD. (JUNE 21 TO TILL Sep 23)

8. Working as an Operation head.
9. Arranging trailers, pickup, refer and lowbed by self.
10. I have more than 10000+ contact of my drivers.
11. Making Purchase invoice, Sales invoice.
12. Arranging cash for drivers.
13. Daily tracking sending mail to the customer.
14. Sales- Attending meeting for land business.

NEXUS FREIGHT MANAGEMENT LLC:- OPERATIONS (NOV 2017 TO APRIL 21)

15. Working as Land Transporter Coordinator.
16. Arranging trailers, pickup, refer and lowbed by self.
17. I have more than 2000+ contact of my drivers.
18. Making Purchase invoice, Sales invoice.

19. Arranging cash for drivers.
20. Daily tracking sending mail to the customer.
21. Sales- Attending meeting for land business.

BESWA CARGO. (SEPTEMBER 2013 TO SEPTMEBER 2017)

22. Working as a Transporter/Coordinator.
23. Making Purchase invoice, Sales invoice.
24. Arranging cash for drivers.
25. Daily tracking sending mail to the customer.

SOBHA DEVELOPERS. (INDIA) (2012-2013)

- Worked as a HR/ Admin in Sobha Developers.
- Daily Security gate checking.
- Site checking.
- Making Staffs, labours and contractor attendance.
- Daily report sending by mail to the corporate office.

EDUCATION QUALIFICATION:-

26. B COM FROM PUNE UNIVERSITY.
27. 12TH FROM MAHARASHTRA BOARD.

ADDITIONAL QUALIFICATION:-

28. Proficient in MS (Word, Excel)
29. Typing Speed 45-50 wpm.

PERSONAL INFORMATION

NAME	SIJU SAINUDEEN
GENDER	MALE
MARITAL STATUS	MARRIED
STATE	KERALA
COUNTRY	INDIA

The above-mentioned information is true and best of my knowledge.

Regards,

Siju Sainudeen