



Sanju Alex TA.(Visa Status : Dependent Visa)

Logistics coordinator and customer service.

Detailed-oriented Logistics coordinator with 2 years of experience in Logistics operations. Adept at coordinating shipments, preparing documentation, and providing excellent customer service. Proven ability to manage multiple tasks efficiently and ensure timely delivery of goods.



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SKILLS

Time management

Problem solving

MS Excel and MS word

Documentation

Customer Service

Record Keeping

Knowledge of Microsoft Office programs

Shipment Tracking

Inventory Management

Logistics Software

Administration

LANGUAGES

ENGLISH

Full Professional Proficiency

MALAYALAM

Native or Bilingual Proficiency

HINDI

Full Professional Proficiency

WORK EXPERIENCE

Logistics coordinator & Customer Service(Document Controller) GWC LOGISTICS(Gulf ware housing company)

10/2021 - 10/2023

QATAR

Achievements/Tasks

- Coordinate the movement of goods from suppliers to customers, ensuring timely delivery.
- Assist in inventory management and warehouse operations.
- Prepare shipping documents and ensure compliance with customs regulations.
- Support the logistics team with administrative tasks, including data entry and report generation
- Assisted in preparing shipping and customs documentation
- Provided administrative support, including filing, data entry, and report generation
- Handle customer inquiries and complaints regarding shipment statuses, delays, and damages.
- Digitalization of document scanning, indexing, and uploading of the client-server and Retrieve files as requested by customers.
- warehouse operations. maintain the temperature of the warehouse, receiving the customer documents for storing, scanning the barcode of the documents, and exporting to the main database .
- copy, scan, and store documents.

Fleet Management and Administrator

Hamad Medical Corporation Ambulance Service(Deployed)

01/2022 - 08/2023

QATAR

Achievements/Tasks

- Oversee the management and operation of a fleet of 50+ ambulances
- Coordinate maintenance schedules, ensuring all vehicles meet safety and regulatory standards.
- I assisted in managing the daily operations of the ambulance fleet.
- Maintained accurate records of vehicle inspections, insurance, and registration.
- Managed administrative tasks including data entry, record keeping, and document preparation.
- Provided support to the logistics manager in scheduling and dispatching vehicles
- Supported the fleet management team with daily administrative tasks.
- Staff schedule management system (SMS), schedule all staff shifts, Fleet Management Services (FMS) Management, and Vehicle control section(VCS) Management.
- Making Weekly Reports for Managers and Supervisors.
- Communicated with vendors and suppliers to ensure timely delivery of supplies.

NETWORK ENGINEER

TECHNOBYTE ITS BAHRAIN

04/2019 - 12/2020

NETWORK ENGINEER

BIX BAHRAIN

06/2018 - 03/2019

WORK EXPERIENCE

NETWORK ENGINEER COMPUTER ACCESS PVT LTD KOCHI

08/2015 - 02/2017

MAJOR PROJECTS

ASSETMANAGEMENT IN ASPIREZONELOGISTICS (09/2023 - 10/2023)

- AssetManagement
- Ensure to prepare daily and weekly reports and share them with the higher management as well as with clients

LOGISTICSASSISTANT IN FIFAWORLDCUP QATAR (11/2022 - 12/2022)

- Distributing and receiving of TETRA radios as per the provided schedule to the end user
- Ensure to prepare daily and weekly reports and share them with the higher management as well as with clients

DOCUMENT CONTROLLER IN KAHARAMAA(Qatar General Electricity&WaterCorporation) (10/2021 - 12/2021)

- Responsible for one shift daily scanning-Operation Department
- Digitalization of document

EDUCATION

B-TECH COMPUTER SCIENCE

YOUNNUS COLLEGE OF ENGINEERING KOLLAM, KERALA, INDIA

2009 - 2013

CCNA & MCSE

APTECH COMPUTER EDUCATION KOCHI, KERALA, INDIA

2015

PLUS TWO SCIENCE

LEO XIII TH HSS

2007 - 2009