



ARJUN VIJAYAN

OPERATION AND ADMINISTRATION

CONTACT

+971 569535965

arjunv5695@gmail.com

Al quais industrial area
5(DIP),Dubai

PERSONAL INFORMATION

- Nationality: Indian
- Gender : Male
- Marital Status : Single
- DOB : 2001

SKILLS

- Effective Communication
- Prioritization and Scheduling
- Document Organization
- Logical Reasoning Skills
- Expertise in Office Suite Applications
- Expertise in Microsoft Excel and Word

LANGUAGES

- English (Fluent)
- Hindi (Limited proficiency)
- Tamil
- Malayalam

PROFILE

Dynamic professional with a year of experience in Operations and Administration, adept at streamlining processes and enhancing organisational efficiency. Proven ability to manage administrative tasks while ensuring operational excellence, contributing to a cohesive work environment. Strongly committed to leveraging analytical skills and attention to detail to support organisational goals and drive success.

WORK EXPERIENCE

2023,SEP -PRESENT

D2D LOGISTICS FZCO

Operation and Administration

- Generated Authorization Letters and submitted requests for Delivery Orders through Dubai Trade.
- Generating accurate Free-zone Customs certificates for Exit Purpose
- Acquired foundational understanding of Dubai trade practices.
- Provided essential support to the Customs team as required.
- Monitored and followed up on UPS, DNATA, LCL, FCL shipments.
- Issued Vehicle, Customs , Adhoc , Visitor gate passes via DAFZA and DCC online portal.
- Managed invoices and packing lists for overseas consignments.
- Monitored shipments closely to provide prompt updates to customers.
- Generated documentation for outgoing deliveries.
- Regularly updated and maintained comprehensive records for warehouse operations.
- Organized and maintained comprehensive records including Bills of Entry, Delivery notes, Shipment documents.
- Expertise in IATA three-letter city and airport codes.
- Producing multiple report types according to requirements.
- Coordinated with transporters and hauliers for on-time deliveries.

• PASSPORT AND VISA

- VISA - Freezone Employment Visa (Dubai Airport freezone)
- Passport No -Y8300071
- Date of expiry - 27-08-2033

• INTREST

- Music
- Travelling
- Gardening

EDUCATION AND QUALIFICATIONS

• CALICUT UNIVERSITY

- Bacelor or Arts in History 2019 - 2022

• AKBAR ACADEMY

- IATA Cargo Introductory 2022 DEC
- IATA Cargo supply chain and transport modes 2023 July

DECLARATION

I hereby declare that all above mentioned details are true and correct to the best of my knowledge and belief

Name: Arjun.v
Place: Dubai