



# Sanju Alex

Seeking a challenging position can utilize my knowledge and skills, and to contribute for the success of the organization through my learned potential out of my academics and experience



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## SKILLS

Good organization skills

Multi-task

Knowledge of Microsoft Office programs

Quickleaner

## LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

MALAYALAM

Full Professional Proficiency

TAMIL

Full Professional Proficiency

## WORK EXPERIENCE

### RECORD MANAGEMENT SPECIALIST

GWC LOGISTICS(Gulf warehousing company ), QATAR

10/2021 - 10/2023

*Achievements/Tasks*

- Responsibility of daily activities in the record management department
- Maintaining and recording of customers private and confidential document details
- Digitalization of document scanning, indexing and uploading of the client server
- Guaranteed positive customer experience by efficiently resolving customer concern and complaints
- digitalizing the hard copy to electronic documents
- Scanning, quality checking, indexing and final verification of documents
- Ensure that all paperwork is correctly prepared for invoicing and handed directly to the supervisor for approval ready for invoicing on time.
- warehouse operations-checking the temperature of warehouse, retrieval of customer documents, receiving the customer documents for storing, scanning the barcode of the documents and exporting to main database
- Retrieve files as requested by employees and clients.
- copy,scan and store documents

### DOCUMENT MANAGEMENT SPECIALIST (OFFICE ADMINISTRATION)

Hamad medical corporation ambulance service(deployed),QATAR

01/2022 - 08/2023

*Achievements/Tasks*

- Provide a General Administrative Support to General Manager, Support Service Manager and Supervisor for Various Day To day Issues they Arise
- Coordinating All the Medical Equipment's for Biomedical Engineering (BME) Request
- digitalized inventory management of Support service and supply chain main data base
- plan and forecast delivery schedules to ensure timely routing and dispatching to maximize fleet utilization and contribute to lower operating costs
- Making Weekly Reports for Managers and Supervisors
- create detailed daily reports of key performance indicators for fleet operations and safety and compliance metrics to aid logistics management in decision making.
- Fleet vehicle control section (VCS) data management
- Fleet management services (FMS) data management
- Staff schedule management system (SMS), schedule the all staff shifts
- Provide a general administrative support to General Manager, facility managers and supervisors for various day to day issues as they arise

### NETWORK ENGINEER

TECHNOBYTE ITS BAHRAIN

04/2019 - 12/2020

*Achievements/Tasks*

- Customer management
- Access control installation and configuration
- ERP SOFTWARE installation and configuration
- Optimize network performance and reliability by maintaining hardware and software, analyzing technical issues, and ensuring availability to system users

## WORK EXPERIENCE

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### NETWORK ENGINEER

#### BIX BAHRAIN

06/2018 - 03/2019

##### *Achievements/Tasks*

- Customer management
- Network monitoring and L1 support
- Configured and installed routers and switches
- Maintained company servers, computers, printers, cables and other equipment
- Identifying, diagnosing, and resolving network problems
- Configured and supported VPN solutions for remote access and secure communication between offices
- managing data centre
- monitor, maintain, analyze and troubleshoot data centre equipment and software in support of data center operations in a 24x7 shift
- To provide L1 support to users on business applications and infrastructure
- manage system environment, power, safety and security systems in the data centre

### NETWORK ENGINEER

#### COMPUTER ACCESS PVT LTD KOCHI

08/2015 - 02/2017

##### *Achievements/Tasks*

- Customer service
- Configuration of Router & Switches
- Identifying, diagnosing, and resolving network problems
- networking ticketing system for new tickets and work items
- Team management and coordination with Field Engineers
- Resolving Bank Related networks problems
- Handled customer complaints with empathy and composure And Trained, coached, and supervised new staff members
- Conducted regular network performance monitoring and analysis to identify and address potential issues.

### STREAMING ENGINEER

#### CINESOFT PVT LTD KOCHI

03/2015 - 06/2015

##### *Achievements/Tasks*

- Customer management
- Configuration of servers
- Configuration of Router & Switches

## EDUCATION

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### 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 Stream)

#### LEO XIII H.S.S ALAPPUZHA, KERALA, INDIA

2008 - 2009

## EDUCATION

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### SSLC

LEO XIII H.S.S ALAPPUZHA, KERALA, INDIA

2007

## MAJOR PROJECTS

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### ASPIRE ZONE LOGISTICS, QATAR (2023)

- Asset Management
- Ensure to prepare daily and weekly reports and share with the higher managements as well as with clients

### FIFA WORLD CUP 2022 (09/2022 - 12/2022)

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

### KAHRAMAA (Qatar General Electricity & Water Corporation) (2023)

- Responsible for one shift daily scanning-Operation Department
- Digitalization of document, indexing and uploading to the client server
- Preparing shift reports and pending details to project supervisor