



# Sanju Alex TA.( Visa Status : Dependent Visa)

Logistics coordinator and customer service.

Detail-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

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### NETWORK ENGINEER

COMPUTER ACCESS PVT LTD KOCHI

08/2015 - 02/2017

## MAJOR PROJECTS

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### 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 KAHRAMAA(Qatar General Electricity&WaterCorporation) (10/2021 - 12/2021)

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

## EDUCATION

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### B-TECH COMPUTER SCIENCE

YOUNNUS COLLAGE 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