

# Sruthi Sivadasan | RESUME

- Profession : Logistics & Administration
- Skills : MS Office, Export & Import Documentation,  
Customer service, Analytical and organizational Skill



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## Summary

To become a part of the organization where I can apply my knowledge enhances my skill and be able to contribute growth and success of the organization. Three years of experience in diversified fields of Logistics, Documentation and Banking with Leading Companies . Now looking for a suitable position with a company which offers genuine opportunity for progression and where I can make a significant contribution.

## Experience

'04/2022 - '11/24 DOCUMENT CONTROLLER UNIQUE WORLD FREIGHT BROKER CO LLC, Dubai, UAE

- Oversaw all aspects of documentation for freight forwarding operations, ensuring accuracy and compliance.
- Monitored shipments closely to track progress and address any issues promptly.
- Coordinated cargo space bookings with shipping liners, optimizing logistics.
- Conducted pricing negotiations to secure cost-effective shipping solutions
- Engaged with customers for follow-up and to solicit new orders, enhancing business retention and growth.
- Prepared and managed Bills of Lading to guarantee correct and timely shipments.
- Handling customer enquiries and complaints

'09/20 - '04/21 EXECUTIVE ASSISTANT TO CEO STEELMAX ROLLING MILLS LTD, PALAKKAD, INDIA

- Preparing invoices Clerical and administrative support to the CEO. Preparing reports, correspondence and liaising with other department

'06/19 - '08/20 ASSISTANT MANAGER ICICI BANK Pvt LTD, ERNAKULAM, INDIA

- Worked in branch banking, operations, cash transactions (teller) as well as sales.

## Education

2017 - 2019 Master's Degree, Business Administration in HR & Finance

Bharathiyar University

- Secured 81.40%
- Project - Motivation and empowerment of employees at Indus Motors Pvt Ltd - An empirical study. Study was conducted to identify the factors which will motivate the employees and freedom of taking decision by the employees in an organization. Coursework - Corporate communication, HR management, organizational behaviour, Business law, Strategic Management, Organizational development.

2014 - 2017 Bachelor's Degree, Business Administration

Bharathiyar University

- Secured 83%
- Project - A study of the effectiveness of training and development in Instrumentation Limited. Study was conducted to identify the effectiveness of training program among the employees and to identify what extend the training helps the employees to improve their work balance.

### Awards

- Secured 6th rank in the MBA examination under Bharathiar University 2019
- Secured 9th rank in the BBA(CA) examination under Bharathiar University 2017
- KUG Poduval Smarak award for being the topper in the first semester paper for organisational behavior 2017

### Personal Information

- Languages : English, Hindi, Tamil & Malayalam
- Date of Birth : 27.02.1997
- Marital Status : Married
- Passport No : V2827105
- Visa Status : Husband Visa
- LinkedIn : [www.linkedin.com/in/sruthisd](http://www.linkedin.com/in/sruthisd)

### Declaration

I hereby declare that the above given information are correct to my best of knowledge.

*\*References will be provided upon request.*