



# 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*



sanjualex689@gmail.com



0558541227



Sharjah, UAE



linkedin.com/in/sanju-alex-01061892

## 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

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## **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 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