



PROFILE

Logistics professional with 3 years of experience in international and domestic operations, order managements, import, export , re-export and internal free zone transfers ,worldwide transportation, cargo ,container clearing, E-Clearance –custom clearance and delivery, customer service and my ability to motivate others on all levels in the achievement and advancement of individual and organizational goals.

CONTACT

PHONE:
+971-547690662

EMAIL:
Rijosebastian161992@gmail.com

PERSONAL DETAILS

Date Of Birth - 16/02/1992

Nationality - Indian

Marital status - Married

RIJO P SEBASTIAN

Logistics Coordinator

EDUCATION

Government Model H.S.S, Kottayam

05/2007 – 06/2008

SSLC - General Education Department,
Government Of Kerala

Government Model H.S.S, Kottayam

09/2008 – 09/2010

Board Of Higher Secondary Examination,
Government Of Kerala

Mar Basalis College, Kottayam

11/2011 – 11/2013

Bachelor Of Economics
Mahatma Gandhi University Kottayam

WORK EXPERIENCE

Zion Shipping Company LLC, Dubai - Logistic Coordinator

01/2020 – 10/2022

Responsibilities / Achievements

- Planning and managing logistics, warehouse, transportation and customer services
- Keep track quality, quantity, stock levels, delivery times, transport costs and efficiency
- Arrange warehouse, plan routes and process shipments
- Resolve any arising problems or complaints
- Monitor and maintained shipment status via a computer system
- Provided regular updates on shipments to clients overseas agents, and internal departments
- Completed quotes for customers, sales personnel and overseas agents
- Prepared all shipping and commercial paperwork for all international shipments
- Created and maintain folders for each export
- Tracked all quotations for international customers

PASSPORT DETAILS

Passport Number - X6454472

Issue Date - 28/02/2023

Expiry Date - 27/02/2033

Visa Status - Visiting Visa

LANGUAGES

- English
- Hindi
- Tamil

SOFTWARE SKILLS

- MS Office Word
- MS Office Excel
- MS Office Power Point

HOBBIES AND PERSONAL INTERESTS

- Sports
- Travel
- Reading
- Listening Music

Mega Bazar Supermarket, Abu Dhabi – Cashier

10/2017–06/2019

Responsibilities / Achievements

- Manage transactions with customers using cash or registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds ,change or tickets
- Resolve customer complaints, guide them and provide relevant information

Info Park, Ernakulum, Kerala – Data Analyst

11/2014 – 09/2016

Responsibilities / Achievements

- Prepare data and information for making regular report data analysis
- Analyzing data using statistical techniques and providing reports
- Identifying, analyzing and interpreting trends or patterns in complex data sets

REFERENCES

- Mr. Jacob Peter, Managing Director, Zion Shipping Company LLC,
Mobile Number - +971 559334434
- Mr. Shoukath , Manager, Mega Bazar Supermarket
Mobile Number - +971 551006774

SKILLS

- Customs Documentation
- Teamwork
- Problem Solving
- Time Management
- Coordination Skills
- Leadership Skills
- Knowledge of warehouse and transportation operations
- Shipping procedures
- Cross Trade

DECLARATION

I Rijo P Sebastian, hereby declare that the above information is true and correct to the best of my knowledge and belief.

RIJO P SEBASTIAN