

## **Bijin Jaya Biju ( 2 years of UAE experience )**

**Administration & Logistics Coordinator, Alshaya Logix**

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Mob : +971 523125217



### **CAREER SUMMARY**

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Experienced and detail – oriented Admin & logistics coordinator qualified in data – based analytics and data management. Preparing, Organizing and storing information in paper and digital form. Proficient at cutting costs and enhancing system efficiency through streamlined operations and looking for areas where improvement can be made. Extremely effective at marketing for main liner freight forwarding as well as international and domestic shipping services. Committed to operational efficiency and adept at working within team settings.

### **PROFESSIONAL EXPERIENCE**

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#### **Administration & Logistics Coordinator, Alshaya Logix Jebel Ali ( From 12/2021 to 09/2023 )**

- Coordinating office activities and operations to ensure efficiency and compliance to company policies.
- Support budgeting and bookkeeping procedures.
- Performed inventory cycle counts and communicate part shortage and overages inventory control manager.
- File documents in physical and digital records.
- Manage the flow of documentation within the organization.
- Ensure that all products are properly prepared and packaged prior shipping.
- Responsible for ensuring that all shipping and receiving requests are processed.
- Receive and enter document data into inventory database, and audit invoice of incoming materials from outside vendors.
- Responsible for planning and maintenance of returned products.
- Dealing with queries on the phone and by email.

#### **Public Relation Officer, Rapha Aroma Hospital**

*(50 bedded multi specialty hospital).*

*(From 09/2019 to 11/2021)*

- Leads and supervises daily operations of the hospital.
- Monitors public opinion about organization.
- Coordinating patient care
- Organizing promotional campaigns
- Implementation of hospital marketing programs
- Maintains work operations by following policies and procedures.
- Set up doctor's visit and handles recruitment process
- Provides patient personal hygiene by assisting and helping
- Provides comfort to the patient by utilizing resources and materials, fulfills patient requests
- Reviewing and analyzing insurance premiums and recommends appropriate

## EDUCATION

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- Completed Bachelor of Business Administration from IHRD College of Applied Sciences Adoor, Pathanamthitta
- Completed Higher Secondary Education from Govt HSS Punalur, Kollam
- Completed SSLC from IGMVHSS School Manjakkala, Kollam

## SKILLS

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- Languages known: English, Hindi, Malayalam ,Tamil.
- Good written and oral communication skills.
- Confident, articulate and professional speaking abilities
- Excellent Grievance handling and analytical skills.
- Strong leadership skills
- Thrive in a team environment and work well with others
- Skilled at evaluating options and generating solutions
- Ability to work in difficult situations and multi-cultural settings.
- Excellent knowledge of computer systems.
- Proven ability to remain calm in stressful situations.

## PERSONAL DETAILS

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Date Of Birth : 13/11/1995  
Nationality : India  
Marital Status : Single