SARATH P

Al Qusais, Dubai, UAE
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PROFESSIONAL SUMMARY

Organized and detail-focused Bachelor of Business Administration graduate with hands-on experience in operations coordination and documentation management across logistics and finance sectors. Skilled in streamlining workflows, validating records, and maintaining compliance-driven documentation. Committed to accuracy, process integrity, and contributing to seamless business functions.

KEY SKILLS

- Operations Coordination
- Documentation Management
- MS Office (Excel, Word, Outlook)
- Records Handling & Filing Systems
- Workflow Support & Task Tracking
- Office Administration
- Compliance & Audit Preparation
- Document Control & File Archiving
- Database Entry & Validation
- Vendor Coordination & Scheduling

PROFESSIONAL EXPERIENCE

Document Managing Assistant

Bajaj Auto Credit Limited – May 2024 to May 2025

- Maintained document control systems for loan files, agreements, and compliance forms.
- Tracked documentation status and ensured timely processing across departments.
- Verified file accuracy before submission for audit and regulatory review.
- Organized physical and digital archives, enhancing retrieval speed by 30%.

EDUCATION

Bachelor of Business Administration (BBA)

Sreesastha College, Edakkad – University of Calicut | 2018 – 2021

TECHNICAL SKILLS

- MS Excel
- MS Word
- Tally ERP (basic accounting)
- Document Filing Software
- Database Management
- Internet & Email Communication

INTERNSHIPS & PROJECTS

- **Logistics Training Programme** – HRDS India
  Participated in operational simulations and warehouse process execution.
- **Warehouse Picker Certification** – Ministry of Skills Development
  Acquired training in material handling, inventory labeling, and safety protocols.

ACHIEVEMENTS & CERTIFICATIONS

- Certified **Logistics & Warehouse Picker** – Ministry of Skills Development, India

PERSONAL DETAILS

Nationality: Indian
Marital Status: Single
Passport No.: Y8725203
Date of Issue: 05 Sep 2023 | **Expiry**: 04 Sep 2033

LANGUAGES

English | Malayalam