



SAJESH K.C

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Objective:

Excellent organizational and administration skills, with experience in dealing with customers and high-level workloads within strict deadlines. Now looking to start a new challenging career, within a customer facing, administration position.

Work Experience:

- **Worked as a Logistics Coordinator with Mina Logistics Dammam- Saudi Arabia from February 2013 To August 2023.**

Responsibilities:

- Accountable for handling consignee's shipments and shipper routed shipments arriving by air and sea.
 - Make Shipping Plan for each shipment, taking into consideration Mode of Shipment, Route, Inland Freight, Transit Time, Vessels Schedules, and Booking & Cost.
 - Actively manage booking updates and bill of lading with carriers and customers to ensure they are accurately updated to eliminate any potential customs issues.
 - Collaborating with custom brokers, composing invoices, checks, collecting payments from related parties.
 - Prepare needed documents for customs clearance. Ocean/house bill of lading, AES/ISF filing, certificate of origin, packing list and commercial invoice. Documents against Letters of Credit.
 - Reduced shipping/clearance charge and increased the efficiency of product delivery. Planned and monitored goods receiving and on time deliveries from landing port and airport to ware house sites and stores.
 - Updating refundable duty bond details with log sheet & reconciling with Finance Dtp.
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- **WORKED AS A SECRETARY /SALES COORDINATOR WITH M/S. AL-MANGOOR BULIDING MATERAILS TRADING COMPANY DAMMAM- SAUDI ARABIA FROM 2010 AUGUST TO 2012 November.**
- Coordinate with Sales team by managing schedules, filling important documents and communicating relevant information.
 - Responding to sales quires via phone and e-mail, Tracking Sales orders to ensure they are sent out.
 - Procurement of the material from local market which are not available in the stock.

- Calculating figures and amounts such as discounts, interest, commissions, proportions and percentages.
- Coordinated the weekly sales meetings and prepared monthly/weekly sales reports.

➤ **Secretary/Document Controller with Diar Consult, Dubai- U.A.E from 2006 March to 2009 March.**

- Served as secretary cum Document controller; provide information; keyboard correspondence and related matters; prepare and maintain files and records.
- Incoming and outgoing mail/correspondence registration and distribution.
- Maintain records and generate appropriate reports.
- Operate office equipments such as fax machine, telephone system, copier machine and PC.

➤ **Worked as Tutor in College of Commerce from 2004 to 2006.**

- Assisted in providing supportive, social and economical environment for children by communicating with them in a positive manner.
- Easily established rapport with students.
- Aided children in developing making and problem solving skills.
- Developed and implemented programs to encourage student participation.
- Participated in leadership training and community building workshops.

Education:

- Graduate in Economics from Calicut University, Kerala.
- Diploma in Microsoft Office applications.
- One Year Diploma in Office Administration.

Office Packages:

Ms-Office , Tally

Personal Profile:

Date of Birth	: 15/05/1978
Nationality	: Indian
Languages known	: English, Arabic, Hindi and Malayalam
Marital Status	: Married
Hobbies	: Reading, Travelling and Playing Chess