



SOORAJ^{TS}

CONTACT INFO

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PERSONAL INFO

Nationality : Indian
Marital Status : Single
DOB : 26-09-1995
Passport : R7348467
Visa Status : Visiting
Validity : 13 / 01 / 2023

LANGUAGES

English : Fluent
Malayalam : Native
Hindi : Proficient

DRIVING LICENCE

License no: 2779028

EDUCATION

- **MBA, HR**
Bharathiar University
2018-2020
- **BBA**
Bharathiar University
2016

CERTIFICATIONS

- Logistics and supply chain (certificate): KELTRON, THRISSUR
- G Operator (Windows, Ms Office, Internet & E-mail)
- IATA Dangerous goods Regulations DGR (From Jan 2021)
- 1 month training in Air Cargo Division of AIR TRAVEL ENTERPRISES



PROFILE

Looking for challenging and satisfying career opportunity in a congenial working environment and prospects for continuation of professional learning and growth along with the progression of organization.



WORK EXPERIENCE

● SALES COORDINATOR / DOCUMENT CONTROLLER DANUBE HOME

Al Ain, UAE.

07/2021 - 07/2022

- ◆ Recommending and implementing refined methods, procedures, and systems that enhance the quality and efficiency of documentation control.
- ◆ Responsible for logging, tracking, routing, and cross-referencing all documents under document control.
- ◆ Maintain master listing of all documents and revisions to same.
- ◆ Ensure manuals and instruction books are up to date. Distribute project-related copies to internal teams
- ◆ File documents in physical and digital records
- ◆ Create templates for future use
- ◆ Retrieve files as requested by employees and clients
- ◆ Ensure all documentation is controlled in accordance with the company's procedures for document control.
- ◆ Process, control and administer incoming and outgoing documents (correspondences, submittals, transmittals, specifications, etc.).
- ◆ Upload and distribute documents to relevant parties in accordance with the document distribution workflow.
- ◆ Fill and update the records of all the documents received in separate files as per the content and distribute to the concerned people if required.
- ◆ Coordinate the activities of document control including distribution of documents, tracking and reporting on document review progress.
- ◆ Coordinate sales team by managing schedules, filing important documents and communicating relevant information.
- ◆ Ensure the adequacy of sales-related equipment or material
- ◆ Respond to complaints from customers and give after-sales support when requested
- ◆ Handle the processing of all orders with accuracy and timeliness
- ◆ Inform clients of unforeseen delays or problems
- ◆ Store and sort financial and non-financial data in electronic form and present reports

SOFT SKILLS

- Working under pressure
- Leadership
- Microsoft Office, Excel.
- Time-Management
- Teamwork
- Communication
- Creative thinking

● OPERATION EXECUTIVE / DOCUMENT CONTROLLER
KISHAN CARGO MOVERS

Cochin, Kerala.

04/2019 - 03/2021

- ◆ Export documentation and export bill filling (customs)
- ◆ AWB Execution & export custom clearances
- ◆ Booking space with airlines and coordination with shipper
- ◆ Ensure effective liaison with agents and coordinated arrangement shipments Approve bookings for container and freight pick up, and ensure coordination for shipments
- ◆ Review and sign off shipping documents while ensuring completeness and accuracy Check for accuracy and edit files, like contracts.
- ◆ File documents in physical and digital records.
- ◆ Retrieve files as requested by employees and clients.
- ◆ Manage the flow of documentation within the organization.
- ◆ Maintain confidentiality around sensitive information and terms of agreement.
- ◆ Processes one or more document types through all procedural steps in accordance with well-defined procedures and guidelines. Ensures that pre-established document control requirements (e.g., which document numbering system will be used; how many and which signatures will be required for certain approvals.) are satisfactorily met throughout the duration of the project.