



SANAL.B

PERSONAL DETAILS

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- ❖ Email :
sanalbabu49@gmail.com
- ❖ DOB:4/05/1988
- ❖ Nationality: Indian
- ❖ Maritalstatus: Married
- ❖ Visa status:QID:28835698785

DRIVING LICENSE

- ❖ Qatar light driving license-
(Manual)
- ❖ UAE light driving license-
(Manual)

CURRICULUM VITAE

OBJECTIVE

To join in an organisation where I can enhance my knowledge and skill where I meet new challenges and give my best to prove my abilities and achieve the goals of the institution efficiently and effectively. I enjoy working in this field and am quite comfortable in working with different people and organization

PROFILE SUMMARY

Well experienced in Store & inventory management, Data Entry, Accounts, customer relationship, logistics coordinator ,courier.

PROFESSIONAL EXPERIENCE

Logistics coordinator cum driver (2020-2024)

Aura Food Factory, India, Kerala, Trivandrum

- ❖ Communicate with van lines to ensure prompt delivery of product.
- ❖ Arrange same day deliveries whenever possible.
- ❖ Track and analyze wrong delivery to ensure that they don't occur again.
- ❖ Stick to a schedule and be time-bound on the job.
- ❖ Follow the prescribed routes most convenient for delivery.
- ❖ Load and unload the vehicle as needed

COURIER (2015-2020)

DHL International Express, Dubai, United Arab Emirates

- ❖ Safely loaded items into delivery vehicle to minimize damage while in transit.
- ❖ Answered customer inquiries regarding shipments and provided updates on package arrival.
- ❖ Built and maintained professional relationships with customers, which boosted business
- ❖ Tracked delivery information ,mileage and fuel use while on shift.
- ❖ Followed company policies and procedures during shift.
- ❖ Operated vehicle safely in highly congested areas without traffic violations.
- ❖ Verified load against delivery ticket before beginning every shift.

WAREHOUSE AND INVENTORY (2012 – 2015)

United Medical Supplies (LLC) Dubai UAE

- ❖ Here I prepared medicines as per the local purchase orders received. Due to the unavailability of driver at some point of time I myself delivered medicines to the corresponding pharmacies and hospitals.
- ❖ Warehouse management and inventory control. Related to sales, making sales order, delivery notes and invoices.
- ❖ Preparing LPO, crosscheck physical stock and system stock. Reporting daily base purchase request. Keeping inward materials record and cross check with sales.

WAREHOUSE ASSISTANT

AL Mumtaz plumbing and electrical LLC, Dubai, UAE (2007 -2012)

- ❖ Worked hard day in and day out and it was a new phase in my life and got adapted to the situation and worked hard for the betterment of my company

EDUCATION SUMMARY

- ❖ Higher secondary education (12th)
- ❖ Currently pursuing my degree in sociology from SVSU University

SOFTWARE SKILL

- ❖ Basic computer knowledge
- ❖ MS office
- ❖ Photoshop
- ❖ ERP software(SAP)
- ❖ Tally
- ❖ Data entering

KEY SKILLS

- ❖ Shipping Documentation
- ❖ Written Communication
- ❖ Customer service skills
- ❖ Team building
- ❖ Team work and Collaboration
- ❖ Package pickup and delivery
- ❖ Excellent driving skills
- ❖ Time management
- ❖ GPS and route planning

ACHIEVEMENTS

- ❖ Received reward for accomplishing the title of ZERO ACCIDENT Driver.
- ❖ Received appreciation letter for resolve Delivery issues And make customer happy

LANGUAGE KNOWN

- ❖ English VERYGOOD
- ❖ Hindi VERYGOOD
- ❖ Tamil VERYGOOD
- ❖ Malayalam EXCELLENT



CERTIFICATION

- ❖ IATA/CAO DG REGULATIONS

HOBBIES

- ❖ Reading newspapers
- ❖ Travelling
- ❖ Badminton & Cricket
- ❖ Singing
- ❖ Listening music

RESPONSIBILITIES

- ❖ Have experience to find and trouble shoot all type of issues
- ❖ Managing the company and company staffs with all respects
- ❖ All round working method to minimizing staff shortages
- ❖ Giving first importance to Customer satisfaction

EXPERIENCED WORK AREA

- ❖ Inventory management
- ❖ Store Management
- ❖ Purchase management
- ❖ Courier and logistics controller
- ❖ Driver

DECLARATION

I do hereby declare that all the information furnished above is true and best of my belief.

Sanal B

