

BIJU KEEZHLINTAVIDA

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OBJECTIVE

Aim to associate with progressive organization that give me the scope to apply my knowledge towards the organizational growth by fulfilling the assigned job functions in a committed manner. Looking out for openings with more avenues for constant learning process in a mutually cherishing way along with an accelerated career growth.

WORK EXPERIENCE

- **TECHNO MARINE DIVING SERVICE LLC(UAE):** Aug-2018 – Mar- 2021
Position Operation coordinator
 - Arranging projects permission and approve pass for day-to-day diving operations.
 - Receive material requisition for the projects and diving equipment's.
 - Finding qualified suppliers and placing orders for required items.
 - Receive items as per the Pos and distribute items as per the requisitions.
 - Manage accurate records keeping in systems and physical stock keeping
 - Manage account payables based on records.
 - Collecting statement of records from the clients and cross checking.
 - Proper documentation and control.
 - Manage accounts receivables and payables.
 - Visa related administrations.
- **PANALPINA WLL (BAHRAIN)** : Feb-2007-Aug 2016
Position: Customer service coordinator
 - Freight forward logistic operation for Air, Sea and Road transportation.
 - Update cargo details in system and communicate to the status to customers.
 - Segregation of console freight based on affiliate control and manage records.
 - Updating delivery reports.
 - Manage job file operation based on the shipments
 - Coordinate billing process.
 - Invoice submission of the invoice, follow-up, and Payment collection.
 - E-filing - accurate electronic file documentation.
 - Managing the responsibility of QHSE at the office premises.
- **SUMMER LAND HOTEL (BAHRAIN)** : Feb-2006-Jan-2007
Position: Accountant cum store in charge
 - Preparing of daily revenue report.
 - Daily reconciliation of revenue from all the outlets.
 - Review all financial activities at night and make sure financial closing of all the outlets is accurate.
 - Monitoring inventories.
 - Make sure the store runs smoothly at night.
 - Overseeing deliveries. (Receiving and distributions)
 - Supply of material to different outlets as per the requirement.
- **JN FREIGHT FORWARDING (INIDA)** : July 2004 – Aug 2005
Position: Operation assistant
 - Import and export customs clearance document preparation and submission.
 - Preparing shipping documents for import and export items.
 - Job file opening for each shipment
 - On time customer billing and collection.
 - Meet new clients as part of developing the business.

- **HAR CARS (INDIA)** : **April 2003 – June 2004**
 Position: Sales Officer
 - Visit maximum customer to increase the sale.
 - Arrange exhibitions and demonstration.
 - Prepare advertisement as part of increasing the sales.
 - Submitting work reports.

AREAS OF EXPLOSURE

- ❖ Office administration
- ❖ Operation and administration of freight forwarding and logistics
- ❖ MS office and Computer hardware and networking
- ❖ Warehousing and inventory management

TECHNICAL KNOWLEDGE

- ❖ Operating Systems : MS DOS, Microsoft Windows XP/ NT, Linex
- ❖ Office packages : MS word, MS excel and power point
- ❖ Operational system app. (ERP) : SAP and FOS
- ❖ E-file System : D3 file system (E filling suits)

ACCADEMIC QUALIFICATION

- ❖ DIPLOMA IN OFFICE AUTOMATIONA AND IT CAMPUS, CALICUT, INDIA
- ❖ DIPLOMA INFORMATION SYSTEM MANAGEMENT-APTECH, CALICUT, INDIA
- ❖ BACHELOR OF ARTS-UNIVERSITY OF CALICT

LANGUAGE KNOWN

English, Hindi and Malayalam

MAJOR STRENGTH

Multi-Tasking Ability, Accuracy, Fluency in English, Positive Thinking, Willingness to learn, Good Communication skill & Personality, Loyalty, Honesty, Discipline, Good Listener, Good Typing Speed, Good Motivator, Good Observation skills, Ability to deal with multicultural people and environment.

PERSONAL INFORMATION

- Gender : Male
- Date of Birth : 30.06.1977
- Marital Status : Married
- Nationality : Indian
- Passport No : N5190720 [Issued from Bahrain] Expiry-24/04/2026
- Emirate ID : 784197775852169
- Notice period : **Immediately available to joining**