

# SACHIN SEBASTIAN

Mobile: +971506075970

Email ID: [sachinsebastian218@gmail.com](mailto:sachinsebastian218@gmail.com)

Nationality: Indian

Passport No.: V1007422

Visa Status: Visit Visa

Residence: Saca International Tyre building, Fish roundabout, Deira

Availability: Immediately



## **PERSONAL OBJECTIVES:**

Develop a career in an organization that provides motivation and contribute towards the creation of successful individual and to add value to the company and myself.

## **PROFESSIONAL EXPERIENCE:**

### **OPACO LOGISTICS UGANDA Ltd., UGANDA, EAST AFRICA**

Designation : Operations and Logistics co-ordinator

Duration : 2019 September – 2021 April

#### **Duties and Responsibilities:**

- Managing daily operations of company's exporting and logistics yard.
- Organising containers for exporting goods.
- Logistics arrangements for movement of loaded goods to port.
- Daily stock updating to management.
- Ensuring free flow of exporting yard.
- Raw material receiving and coordination.
- Shipment follow up and tracking.
- Dealing with inbound and outbound freight charges.
- Monthly stock taking and record keeping.
- Preparing payroll statement

### **ELECTRO POWER 'A' GRADE ELECTRICAL CONTRACTORS AND ENGINEERS, KERALA**

Designation : Operations Manager

Duration : 2015 February – 2019 July

#### **Duties and Responsibilities:**

- Managing daily operations of company with 25 employees
- Organizing and maintaining personal records
- Preparing daily weekly and monthly attendance statements
- Assisting in preparing payroll statement
- Preparing HR documents
- Scheduling sites to technical staffs
- Making arrangements for purchases

**ACADEMIC QUALIFICATION:**

| Course                            | College/University                                    | Year | Score |
|-----------------------------------|---|------|-------|
| Master in Business Administration | MES AIMAT Marampally, Aluva(MG University , Kottayam) | 2014 | 59%   |
| Bachelor of Business Management   | MES College, Kunnukara(MG University, Kottayam)       | 2011 | 62%   |
| Higher Secondary Education        | VVBHSS, Aluva   | 2008 | 72%   |
| High School Education             | St. John EMHS, Aluva                                  | 2006 | 78%   |

**COMPUTER SKILLS:**

MS Office Tools, E-mail, Windows OS

**PERSONAL SKILLS:**

- Critical Thinking
- Flexible
- Team Work
- Problem solving skill
- Decision making
- Active listener
- Loyal and hardworking
- Time management

**PERSONAL INFORMATION:**

Full Name : Sachin Sebastian  
Date of Birth : 21-August-1990  
Marital Status : Married  
Languages Known : English, Hindi, Tamil, Malayalam

**REFERENCE:**

Sreejith S Panicker  
Electrical Engineer  
Company- IMDAAD, Al Warqaa, Dubai  
+971504973091

**DECLARATION:**

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

Date : 10-11-2021

Place :

SACHIN SEBASTIAN