

SRIDHARAN PALANIVELU

UMM AL QUWAIN, United Arab Emirates – 2569
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Summary

Dedicated and focused Document Controller who excels at prioritising, completing multiple tasks simultaneously and following through to achieve project goals. Seeking role of increased responsibility and authority.

Experience

MAXICO ALUMINIUM CO.LLC Dubai

January 2022 to Current

Office Assistant

Maintaining and updating, Sales Register, Job in hand register, Shop Drawing Register, etc. Following up with suppliers for quotation. Preparation of material submittals and follow-up for approval. Coordinating with project engineers for day-to-day site requirements. All project-related correspondence. Managed receptionist area, greeting visitors and responding to telephone and in person inquiries. Helped staff with special projects by setting up schedules and organizing resources. Answered phones and supported staff with clerical tasks.

PORTER INDIA

JANUARY 2016 to NOVEMBER 2021

BUSINESS OWNER

Perform driver for logistic company as a partner, a huge volume in daily deliveries, be punctual on time and always delivery in the address as per the location given on the app. when start the day by carrying out a vehicle check so, as to ensure that anything I drive is presentable and road worthy. Plan travel routes in accordance with applicable traffic and bulk cargo transportations laws, regulations, standards, and guidelines. Deliver the product always fresh and store it correctly prefer order independently to the supermarkets, health food stores, hotel and hospitals. Perform deliveries and established good working relationship with customer.

CSA LTD Kuwait

March 2003 to January 2008

Cargo Handler

Transported pallets and heavy stock using forklift equipment. Understood warehouse product placement, enabling efficient picking and packing services. Identified and removed damaged products, quickly replacing items with quality stock to minimize customer delays. Provided accurate stock reports to warehouse manager to allow for timely reordering.

Skills

Labour relations, Travel Administration Bookkeeping, Data Entry Database maintenance, Microsoft Office proficiency, Multi-line phone systems.

Education

Madras University, Foundation Degree in Arts, English lit Chennai India

Languages: English / Hindi / Tamil

Passport: V4944635 Date of Expiry 10.03.2032