

PANDIARAJAN T

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## OBJECTIVES

To obtain a Logistics Coordinator position that will promote growth, stability and opportunity for advancement

## WORK EXPERIENCE:

Logistics Coordinator Admin Officer  
Globetech Hydraulic Trading LLC  
Dubai, United Arab Emirates  
June 2021 – Dec 2021

Logistics Coordinator / Admin Assistant  
Arabtec Construction L.L.C  
Dubai, United Arab Emirates  
April 2016 – Feb 2021

Medical Representative Aug 2013- Jan 2016 Madurai,  
Tamilnadu, India.

## Logistics Coordinator & Admin Coordinator June 2021- Dec 2021

- Coordinating Inbound and outbound shipment follow up
- Coordinating with Freight forwarders
- Ensuring and follow-up Shipper and suppliers for the readiness of the goods.
- Involving with Trading activity and preparing Quotation.
- Preparing DO and Invoices on Sage50 Accounting software.
- Follow up with creditable customers for payment.
- Coordinating Invoices are sent to accounts for payment

- Tracking, tracing, and updates the status of shipments.
- Handling basic office duties, such as answering and routing phones, responding to emails, data entry, and reporting
- Create and maintain office documents in both paper and electronic formats.
- Devising and maintaining office systems.
- Liaising with staff in other departments and with external contacts
- Ordering and maintaining stationery and equipment

### Logistics Coordinator & Admin Coordinator April 2016-Feb 2021

- Assigned to Expo 2020 UAE Pavilion at Expo 2020 Project.
- Arranging of site access pass for all staff, labours, & Sub-contractors Permanent & visitors access pass using Expo2020 portal.
- Arranging of material delivery passes required in the project.
- Attend weekly meeting with Expo Logistics.
- Managing phone calls and emails.
- Interacts with other internal and external executives; liaison supervisors.
- Communicating with Site Staffs for Equipment & Transport arrangement.
- Arranging Equipment and manpower form plant division.
- Maintain Plant Movement Vehicle details.
- Create and maintain office records in both paper and electronic formats.
- Assist in Administration and Logistics related task as required by the manager

### Medical Representative Aug 2013 – Jan 2016 (Alkhem Pharma)

- Meet with clients to negotiate terms and prices on sales agreements, draw up the contract, and ensure the document is signed by all parties.
- Visit medical facilities to evaluate their needs and discuss sales or product's that would help employees be more productive.
- Speak on the phone or person with clients, answer questions and address concerns regarding product availability, prices and credit terms

## EDUCATIONAL QUALIFICATION:

Madurai Kamaraj University- Madurai, Tamilnadu.

M.Sc CS& IT, Graduated in May -2013

## SKILLS:

Microsoft Office, Oracle, Data Entry and Recording, Customer Service. Interpersonal Skills.

## PERSONAL PROFILE:

|                 |                                     |
|-----------------|-------------------------------------|
| Name            | : T. Pandiarajan                    |
| Age & DOB       | : 31 years, 06-06-1990              |
| Nationality     | : Indian                            |
| Contact Number  | : +97152 8479487                    |
| Marital Status  | : Married                           |
| Languages Known | : English, Tamil, Hindi, Malayalam. |

I declare that the information and facts stated herein are true and correct to the best of my knowledge and belief.

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Signature