



KUGENDRAN SATHASIVAM

Experienced operations and administration professional with 20 years of expertise in optimizing workflows, managing complex projects, and driving organizational efficiency. Proven track record in enhancing operational processes, overseeing administrative functions, and implementing cost-effective solutions. Adept at leading teams, managing budgets, and leveraging technology to streamline operations. Committed to contributing strategic insights and operational excellence to a forward-thinking organization.

PERSONAL DETAILS

- Name**
Kugendran Sathasivam
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- Email**
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LANGUAGES

- English
- Tamil
- Sinhala
- Hindi
- Arabic



WORK EXPERIENCE

- Jan, 2024 - Present

Operations Manager
SMC Ceylon Shipping Cargo Services LLC, Dubai
 - Worked closely with other departments such as sales, customer service, and finance to align operational activities with broader business objectives and improve overall coordination.
 - Supervised day-to-day cargo operations, including scheduling, handling, and dispatch, ensuring the efficient movement of goods and timely delivery.
 - Identified potential risks in cargo operations and developed mitigation strategies to minimize impact and ensure continuity of operations.
- Nov, 2021 - Dec, 2023

Logistics Admin Manager
Model Used Cars for Export LLC, Dubai
 - Oversaw tracking, clearance, and delivery of vehicle shipments from the USA, while also ensuring timely receipt and accurate documentation.
 - Improved communication processes between internal teams, customers, and vendors, enhancing overall coordination and operational effectiveness.
 - Identified and implemented process improvements in logistics operations, leading to a reduction in operational costs and enhanced efficiency.
- Oct, 2014 - Sep, 2021

Operations Admin Manager
Ocean Lanka International Cargo LLC, Dubai
 - Managed daily administrative functions related to cargo operations, including scheduling, documentation, and resource allocation, ensuring efficient handling and timely delivery of shipments.
 - Supervised and provided training to a team of administrative and cargo staff, enhancing productivity and ensuring adherence to operational standards and safety regulations.
 - Oversaw the preparation and management of cargo-related documentation, including bills of lading, customs paperwork, and shipping manifests, ensuring compliance and accuracy.
- Jan, 2012 - Oct, 2014

Assistant Admin Manager
Embassy Shipping and Freight LLC , Dubai
 - Facilitated coordination between cargo teams, shipping companies, and logistics providers to ensure timely and efficient movement of goods and resolve any administrative issues.
 - Managed relationships with cargo vendors and service providers, negotiated contracts, and ensured that services met operational requirements and quality standards.

- Jan, 2008 - Dec, 2011 **Administrative Assistant**
[Freight Move International LLC, Dubai](#)
 - Performed data entry tasks and maintained accurate records of cargo shipments, inventory levels, and operational activities.
 - Provided support to customers and vendors by answering inquiries, addressing concerns, and assisting with tracking and shipment status updates.
 - Scheduled meetings and coordinated logistics for internal and external events, such as shipment arrivals and vendor visits.
- Feb, 2005 - Nov, 2007 **Founder and Operations Manager**
[KALA Distributions, Sri Lanka](#)
 - Founded and managed a successful distribution company, overseeing all aspects of operations, from procurement to delivery, serving a diverse network of sellers.
- Feb, 2000 - Nov, 2004 **Sales Executive**
[Al Barrak Automatic Doors , Saudi Arabia](#)
- Nov, 1997 - Feb, 2000 **Accounting Clerk**
[VTV Holding Ltd, Sri Lanka](#)



EDUCATION AND QUALIFICATIONS

- May, 1997 - Jan, 2000 **Follow up Intermediate in CA**
- Jun, 1996 - Feb, 1997 **Diploma in Computing**
- Jan, 1996 - Jan, 1997 **G.C.E Advanced Level**
- Jan, 1994 - Dec, 1996 **G.C.E Ordinary Level**