



JESLU WATSON

ADMIN MANAGER

PROFILE

A competent professional with 7+ years of UAE exposure in Administration, 3 years as HR Administrator role & 2 Years as Logistics Coordinator.

CONTACT

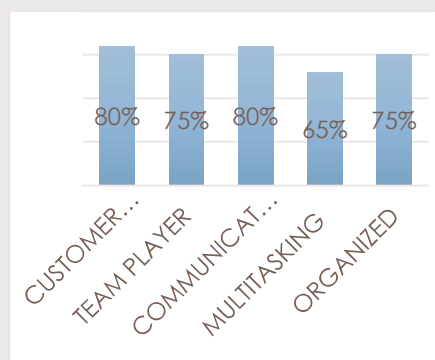
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INTEREST

Customer Service
Logistics
Learning

DRIVING LICENSE

Yes



EDUCATION

KERALA UNIVERSITY

2002 - 2005

BACHELORS IN COMMERCE

AMERICAN CERTIFICATION INSTITUTE

CHRP CERTIFICATION- 2013

WORK EXPERIENCE

CHEVRON GENERAL TRADING L.L.C

ADMIN MANAGER

JAN 2023 – PRESENT

- Managing overall administrative activities for the office
- Manage schedules and deadlines, developing measures to optimize the processes.
- Organize meeting schedules for various departments.
- Organize smooth and adequate flow of information within the company to facilitate other business operations.
- Create written and typed reports, including business letters.
- Help organize small to large scale events and provide ongoing assistance during events.
- Maintain and order necessary office equipment and supplies, as needed.
- Organize facilities services, maintenance.



LOGISTICS CORDINATOR / HR ADMINITRATOR

OCT 2021–JAN 2023

- Co-ordinating with Shipper and Shipping lines for the import/Export of shipments.
- Working closely with Shipper's and ensuring all documents are correct and arrange for Originals.
- Co-ordinating customs clearance through forwarders for import and export shipments.
- Responding to all Shipper's and Consignee's inquiries and shipment related issues.
- Ability to prioritize time effectively and work well under pressure.
- Ability to communicate professionally and effectively
- Handling shipment routing and follow up with origin/destination and update manager with status at all stages till shipment arrives at its destination.
- Updating the tracking sheet with shipment status and send to manager on daily basis.
- Opening the daily job, arrange for the operation in advance / planning for the delivery/sending the shipping note to the customer.
- Coordinate with transporter for the release of containers.
- Generating system reports as and when required.
- Good Communication with the customer through email / telecom.

HR ADMINITRATOR-

- Prepare HR documents, like employment contracts and new hire guides.
- Handling the company's whole Recruitment process from Job posting, Scheduling • Interviews and assisting in the Selection Process.
- Handling all the employees' formalities from Onboarding to Exiting.
- Maintain employee and general files & ensure appropriate security for all HR related information.
- Liaise with external partners, like insurance vendors, and ensure legal compliance.
- Update internal databases.
- Administered payroll information, compensation materials, and benefits programs.
- Responsible for filing, documentation and other administrative tasks.



CHEVRON SEA SHIPPING L.L.C

LOGISTICS COORDINATOR

OCT 2021–JUNE 2022

- Co-ordinating with Consignees and Shipping lines for the import/Export of shipments.
- Working closely with all vendors and ensuring that shipments are handled as per the clients requirements.
- Co-ordinating customs clearance through forwarders for import and export shipments.
- Arranging arrival notice on shipments to clients and updating in the system.
- Responding to all customers' inquiries and shipment related issues.
- Ability to prioritize time effectively and work well under pressure.
- Ability to communicate professionally and effectively with customers.
- Handling shipment routing and follow up with origin/destination and update customer with status at all stages till shipment arrives at its destination.
- Updating the tracking sheet with shipment status and send to the customer on daily basis.
- Opening the daily job, arrange for the operation in advance / planning for the delivery/sending the shipping note to the customer.
- Billing for the daily opening job, close the file.
- Dispatch the freight invoice to the concern customer.
- Generating system reports as and when required.
- Good Communication with the customer through email / telecom.

KENTZ OVERSEAS (MEMBER of SNC Lavalin)

RECEPTIONIST & ADMIN

MARCH 2016– APRIL 2016

- Responsible for incoming call management.
- Schedule meetings for Managers.
- Manage intra-departmental communication.
- Managing Office Supplies.
- Manage courier dispatch and collections.
- Assisting Managers with Administration Works.



HELLMANN WORLDWIDE LOGISTICS

RECEPTIONIST

OCT 2015–DEC 2015

- Provide information to queries raised by customers.
- Act as a secondary support for document controller.
- Manage intra-departmental communication.
- Managing Office Supplies.
- Manage courier dispatch and collections.
- Conducting Employee Fun activities, Sports & Games Activities.
- Assisting Managers with Administration Works



LUTFI ELECTROMECHANICAL L.L.C

HR ASSISTANT

OCT 2013- SEP 2015

- Partnering with hiring managers to understand the skills and backgrounds required for a position.
- Developing job descriptions and Updating organization structure as and when required.
- Handling the company's whole Recruitment process.
- Handling all the employees' formalities from Onboarding.
- Conducting Employee Fun activities, Sports & Games Activities
- Responsible for filing, documentation and other administrative tasks.



