**Summary**

* Excellent management skills to ensure Team objectives are met.
* Good in Project & Processing Coordination.
* Effective in understanding customer perception and providing them best service.
* Highly motivated, reliable, confident, and committed to professional standards.
* Good organizational and Communicational skills.

**Educational Qualification**

**B.B.A** (Bachelor of Business Administration)

* From Chennai - University of Madras 2008 - 2011.

**M.B.A** (Masters of Business Administration in Logistic and Supply chain management)

* From Madras University, Chennai. (2011-2013).

**Technical Qualification**

**IT Skills:** Undergone Course in MS-Office at Reputed Organization **(Maersk GSC).**

**Professional Experience**

1. **HANJIN SHIPPING INDIA PVT LTD**

**Senior Executive** in **Customer Service & Documentation** department from Oct 2014 to Nov 2015.

**Job Descriptions**

* Sending **Arrival Notice** to the consignee before vessel arrives to port.
* Preparing **Import General Manifest and Import Advance List** for all import B/L’s throughHanjin application and submitting via customs EDI for Custom Clearance.
* Allocating **CFS (Warehouse)** as per the Customer requirement within Hanjin nominated CFS.
* Taking care of container movements from port to the respective **CFS (Warehouse).**
* Updating **destination** **Charges** in Systems like **THC, DCH, ADF,CMR, CMF, storage and** interfacing with **ERP tool.**
* Involved in Issuing Form 13 for ACP, OYD, UBB, REFFER containers for direct delivery.
* Preparing and processing **Invoice** with Internal Operating Procedures and with companies own software applications like ALPS.
* Maintaining the (KPI) Accuracy & Timeliness 100%.
* Specialist in Handling Export & Import documentation process, Issuing Annexure 4 for **HIGH SEA SALE** **Amendments**.
* Coordinating with Customer, Clearing Agents and Overseas for handling escalations or discrepancies
* Issuing **Delivery order** to the Customer after ensuring all payments are cleared in counter part
* Calculating Detention & **Extension Charges and Invoice** to Customers as per their required Date.
* Downloading Shipping Instruction updated by customer and sending BL draft to them for confirmation.
* Rating the BL as per the service contract & RFA.
* Updating data in the booking as per destination customs requirements
* AMS & ACI filing for US destination
* ENS filing for shipments destined to and via Europe
* Coordinating with overseas offices and reporting to their quarries.
* Monitoring vessel wise booking data and ensuring all updating are done effectively to maintain documentation performance.
* Checking the BL data accuracy with export documents filed with customs and releasing the BL to customer.
* Follow-up with credit customer for timely settlement. And **Import long stay** containers follow up and sending long-stay notice to shipper, Consignee and Freight Forwarders.

2) **MAERSK GLOBAL SERVICE CENTER**

**Sr. Associate** in Damco Team from Dec 2011 to Oct 2014,

**Job Descriptions**

* Project analysis and handling new migration of projects from other foreign branches including Migration plan, preparing time study, dealing with foreign colleagues, quality check and make the migration smooth.
* Handling the whole Import Operations for our clients and update the consignee about the status of Cargo, **Vessel Planning** and tentative arrival
* Follow-up on **PRE ALERT & Post Shipment** documents from overseas
* Filing **Manifest IGM, House Split-up, Customs IEC**
* Handled Major Supply Chain Clients as Nike, Walmart, PVH, Adidas, DynCorp, Macy shipments.
* Specialist in consolidate cargo shipments (**LCL**) documentation
* **Purchase order** creation and Booking space with carrier
* Tracking the cargo from the warehouse till final delivery at destination
* Creating the **Shipment order** and submitting via **EDI** to the clients within the stipulated time.
* Cargo Receiving & Stuffing as per the packing list/Container Load Plan, Creating **FCR & HBL** with in the set time & invoicing.
* Involved in issuing the Master Bill of Lading to carrier's via EDI/Manually through mail.

**Achievements in DAMCO**

* Won **Top performance award** in my team thrice**.**
* **Six Sigma** **White belt certificate** **holder (Conducted in Maersk)**
* Played an active part in **Maersk Logistics Process** migration from Manila to Chennai.
* Received Best Customer Service Award in **DAMCO Team** for 4 times

**Personal Details**

Date of Birth : 04.05.1990

Gender : Male

Marital Status : Single

Nationality : Indian

Languages known : Tamil(Native),English(working level), French(elementary level)



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