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Sr Executive with 5 years of experience of shipping and logistics. Aiming to use my proven customer service and communication skills to effectively fill role in your company.

**Overview**

* Qualified BBA (Marketing & Service Marketing) with over more than 3 years of experience in working with **Maersk Global Service Centers as Process Expert.**
* Working with Pivot table and graph.
* Monthly report generating for Tesco, Starbucks, BnQ, Adidas, Puma and Shoprite these clients.
* More than year working experience with **DHL as SR. Executive**( NFE operations).
* Preparing that data in readable format by putting in graph through pivot table.
* Auditing the updated file through the reference of SOPs.

**KEY RESULT AREAS**

* SAP ERP module and BW(Business warehouse) –Creating SO (shipping order), CS (Container stuffing), FCR (Freight Cargo Receipt) and BL ( Bill of lading).
* Worked as shipping Induction trainer, Where my profile is to train new jonnies about Inco-terms of Shipping.
* Part of Project of Maersk UK SCM import. In this role my responsibility to resolve all discrepancies occurred to create invoice by coordinating with various county origin person.
* Distinctively ensuring the department meets all safety, quality, and customer service standards of the business, by referring SOPs of each clients.
* Analyzing data to monitor performance and plan improvements and demand; allocating and managing staff resources according to changing needs;
* Tracking of Shipments/ Containers to avoid accumulation of overdue containers/ detentions.
* Preparing OPPR (Operational Planning Process Review) board, from getting data of daily productive tool.
* Arranging team meetings and ensuring all member of team has to present at one place.

**Accumulated Knowledge**

* Basic knowledge of Dubai trade.
* Declaring Import and Export Documentation to Dubai Customs in MIRSAL II (Dubai Trade System).
* Preparing Import & Export Documents for Customs Submission including Entry/Exit Submission.
* Preparing Vehicle Clearance Certificate, Vehicle Declaration, Arranging MAKASA Stamp for GCC Export.
* Receiving pre-alerts for inbound shipments/ generates receiving documents/ inform the Floor In charge in a timely manner, to enable effective allocation of warehouse space and resources for timely put-away.
* Company Trade License, Business Code, Dubai Customs registration & Renewal on Annually Basis.
* Update and Maintain daily shipping reports as scheduled and keep update to all concerned departments.
* Coordinating and organizing physical (pre) inspection at factory premises to meet importing country’s requirements. Applying for Certificate of Origin & Settling Insurance Dues.
* Handling LC (Letter of Credit) documentation and preparing documents in accordance with LC clauses.

**CAREER HIGHLIGHTS**

**05 Apr’10 to 06 Dec 2013 Maersk Global Service Centers {Damco (UK Imports, THD new migration)} as Process Export.**

* Spearheading various activities comprising documentation; logistic process management; maintenance of PO (Purchase order) of consignee, vendor records; MIS management.
* **Damco UK –Travelled to London** for 56 days to get Job training for ***SAP ERP*** system for invoicing UK based client.
* **DHL GSC: Working in NFE migration for CA Imports.**

**ACADEMIC CREDENTIALS**

B.B.A from Karnataka University in 2008.(Service Marketing)

MBA in Operation Management from ITM with Southern New Hempshire University(USA)

**IT CREDENTIALS**

* Windows XP
* Photo shop
* Diploma in computer application.
* MS Excel (Pivot table, Vlook up, If condition formulas)
* MS Power paint
* MS word.
* SAP ERP basics.

**OTHER CREDENTIALS**

* SAP FACT Courses under LMS Maersk.
* Typing speed of 38 WPM.
* Six Sigma ***White belt*** course done.
* Worked as Shipping Induction trainer.
* Directors Award in year 2010.

**PERSONAL VITAE**

Date of Birth : 1st June 1986

Languages Known : English, Kannada and Hindi.