**First Name of Application CV No:** **1643412**

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## Professional Summary

A multifaceted professional in Logistics, Shipping, Clearance, Operations, Import

& Export, Customer Service, Freight & Forwarding .Quick learner, Self-motivated, result oriented professional with demonstrated abilities in Management, with

## Career Graph

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**RIGHTEOUS GLOBAL LOGISTICS PVT LTD** (01

February 2016)

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Jan 2014 **–** 29

effective cross-cultural communications. A resilient problem-solver who is both outgoing and achievement-driven. Effective at collaborating with others to achieve established goals, to contribute towards the growth and success of the organization.

## Competency Forte

### -• High Knowledge of Shipping

-**• Export and Import Procedures**

-**• Operations and Administration**

-**• Freight & Forwarding**

-**• Customs & Clearance Rules, Regulations & Procedures**

* Team leader/player with excellent interpersonal skills can handle the multitask work under pressure, without supervision and meet deadlines.
* Knowledge of Export and Import management sea cargo documents Bill of lading, Delivery order, Commercial invoice, packing list Certificate of origin, and etc
* Ability to diplomatically resolve customer complaints and di use tension, to ensure customer retention
* Preparing export shipping documents, packing list, shipping invoice, shipping instructions,
* Sea cargo documents ( customs ) : Shipping bill and Export declaration
* Excellent communication skills, both High customer service skills, with an
* ability to do use tension and resolve complaints, Good knowledge of MS office and basic knowledge of computing pages
* A team Workers, organized, having a great self-discipline at work, ability to work under high pressure.
* The flexible person to change, adept and respond rapidly to changing circum-stances.
* Strong Administration and Management skills with efficiency to deal with professionalism

*Leading Freight forwarding & Customs House Agent in INDIA Customer services:-*

Responsibilities-

* Ocean export and import documentation for LCL & FCL shipment.
* Handling CFS & ICD operation & customs clearance formality.
* Ocean Freight negotiation with different shipping lines and Co- loaders.
* Co-ordinating with carriers for the shipment movement of both Inbound

& outbound Shipments

* Vessel schedule ETA, ETD, updating to customer.
* Supervising customs team for processing various types of customs declaration
* Co-ordinating with warehouse to process the order
* Meeting relevant other controlling authority
* Checklist, BL draft, and HBL Preparation.
* Co-ordinating and negotiation overseas agent DDU,DDP,& EWX shipment

Export / Import Operation / Documentation

* Liaising with carriers/forwarders/port & customs
* Help the customer to apply for any service provided to them Container Release, Empty and export acceptance.
* Making sure all relevant port documents has been processed in time
* Keeping track of key customer inbound and outbound shipments including Duty paid shipments
* Sending Bill of lading instruction and arranging surrender of bill of lading
* Co-ordinating with Transporters for timely reporting on container to port
* Support customers on all issues related to Customs and Port Invoicing and Job closing

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## Qualification & Trainings

* **MBA ( LOGISTICS AND SHIPPING )** in Barathiar University
* **PG Diploma in Logistics and Shipping** in Indian institute of Logistics
* **B.COM** in Periyar arts college
* **Higher secondary** in MHSS

## Work Experience

### Worked as a Customer services in RIGHTEOUS GLOBAL LOGISTICS PVT LTD

**Project**

* + ***A study on forecast of customers from freight forwarders***

**Industrial Visits:**

* + ***Visited Chennai port, DP world, CITPL,***
  + ***And went to various CFS and ICD***

**Computer Skills**

* Diploma in Computer Application
* Software and Internet concepts
* Windows operating system

## Languages Known

* + English (Read, Write and Speak),
  + Tamil (Read, Write and Speak)

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