**Career Objective:**

A Shipping professional with more than 2 years of experience in feeder and NVOCC operations/sales very well versed with Export-Import documentation and is seeking suitable opening in feeder or NVOCC operation department.

**Career Role**

Undertakes the day to day operations of the department and assists the Operations Manager and coordinating the department in operational tasks.

**Career Summary**

**OPERATION ASSISTANT** for **(ltd.) JAFZA Dubai.**

(export /import DEPARTMENT)

**Present Job**

**Job Profile**

**Export**

* Effective negotiation with overseas agents, liners and customers in order to get the maximum profit in minimum volume of shipments
* Update weekly sales report to superior
* Ensure customer satisfaction from pick up point to delivery premise including errorless documentation, shipment status updating, and timely delivery
* Co-ordinating with various Freight Forwarding, NVOCC & Main lines for container bookings.
* Currently handling sector - IRBND/PKKHI/INNSA/INMUN/INCOK/INMAA etc.
* Knowledge of handling special container (IMCO/OOG & Tank)
* Knowledge of export documentation, organize release of containers, Bill of Lading, and all online executions of Dubai trade
* Monitoring issuance of B/L drafts (OBL/Surrendered )
* Ensuring Collection and deliver of B/L to clients as per agreed payment terms.
* Prepare invoice for the clients as per quote and collect payment for the same.
* Coordinating with feeder operators for booking of slots & finalizing rates

Sending the final load list to operator.

* Customer Portfolio Management of set of customers assigned
* Attend customer enquiries about the Line’s products and services.
* Filing rates for customers.
* Getting best slot rates from various vessel operators in order to book space.

**Import**

* Filing manifest and discharge list for import into Dubai trade
* Issuing Delivery order
* Coordinating with agents for freight manifest ,B/L copy, discharge list
* Clearing all the problems of agents and customers.
* D/o extensions and acceptance of empty repo.
* Sending arrival notice to customers.

**Transhipment Responsibilities**

* Handling Full Logistics with regard to Laden and Empty units
* Approving the bills related as per Port Tariff
* Documentation / Manifestation Procedures
* Inventory Verification & Reporting to Management
* Handling T/s Inventory with prompt connection of connecting vsl.
* Co-ordination with Port and Gulf Regions for Quick Turn Around of Boxes
* Inventory Control for Gulf Region – Quick Turn Around, More Ports – More Cargo – Optimum Utilization in Limited Time Period

**OPERATION EXECUTIVE LLC, DUBAI (**Since March 2014 till September 2015)

**Job Profile**

* Central Planning for all respected Ports assigned in said service
* Berthing Prospects / Crane / Berth Arrangements at Respected Ports
* Trade related activities to instruct / co-ordinate with Customer Support, Partners, other concerns etc
* Deploying Vessels as per Market / Cargo Requirements
* Arranging for bunkers as per Vessel / Rotation Requirement
* Voyage Costing and Approving Port Bills
* Vessel Schedules To Maintain Performa
* Customer Portfolio Management of set of customers assigned
* Handle customer interaction from export booking at the origin end through to import cargo delivery.
* Attend customer enquiries about the Line’s products and services.
* Anchor client loyalty with the Line through professional service
* Keep customer informed of changes to the transport plan and cut off deadlines, processes and other requirements
* Coordinate with Sales team regarding specific client needs, forecasting and agreed terms and Customer Exception
* Take responsibility for the execution of shipment lifecycle process including cross functional coordination
* Proactively reach out to the customers
* Looking after pricing and rate quotations finalization, tenders.

**Notable Highlights**

* Reporting Directly to Top Management
* Well knowledge about executions of Dubai trade
* Changing / Deploying Vessels as per Cargo Requirements
* Planning Full Ship as per Port Rotation with Maximum Utilization and Maintaining Vessel Stability
* Decide with respect to profitable side of routing the ship by keeping the regular

Service

**Academic Qualifications**

Professional Diploma in Logistics & Shipping 2014 (Indian Institute of Logistics)

Master of Business Administration (MBA) 2013 University of Wolverhampton, UK.

Post Graduate Program in Management 2012 (PGPM), EDEXCEL, UK

Bachelor of Computer Application (BCA) 2012 Periyar University, Selam

**Core Competencies**

* Responsible
* Committed
* Flexible, Focused
* Effective communication and decision making
* Strong interpersonal and man management skills.
* Rapid adaptability to dynamic situations.
* Perseverant, analytical, realistic and solution oriented.

**Personal Details**

Date of Birth : 24-08-1988

Gender : Male.

Marital Status : Single.

Nationality : Indian.

Religion : Christian.

**First Name of Application CV No:** **1655328**

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