**POST APPLY FOR:** **OPERATION EXECUTIVE CUM WAREHOUSE INCHARGE**

**CAREER STATEMENT**

**To attain excellence in the professional world by gaining experience and exposure and help the company grow in whatever way I can through hard work and determination.**

**PROFILE**

**Confident, time management capability.**

**Can work efficiently in a group as well as an individual.**

**Conceptually strong with an innovative, detail-oriented and analytical approach to the work.**

**Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity and commitment.**

**WORK EXPERIENCE**

**Company Name: INDIAN COURIER & CARGO SERVICE – CHENNAI - INDIA. Duration: From Jan 2015 to Dec 2015.**

**Job Profile: OPERATION DEPARTEMENT**

**Accepting the parcels from the customers and recording the necessary details such as weight, content, destination etc.**

**Charging the customers appropriately and delivering them the receipt**

**Sorting and filing the detailed records of the parcels received and forwarding it to the supervisor for further processing**

**Handing over the parcels / boxes to the transportation department following proper transfer**

**Receiving the couriers to be distributed and sorting them according to the suburbs and regions**

**Traveling to the delivery destinations and handling the couriers with extreme care**

**Delivering the couriers at the correct addresses and to the correct person with enough authentication**

**Returning the undelivered couriers to the concerned office authorities**

**Sending detailed report of the completed work to the supervisor on daily basis**

**Company Name: CARGO SERVICE – DUBAI – UAE.**

**Duration: From Oct 2011 to Nov 2014.**

**Job Profile: Operations Executive.**

**RESPONSIBILITIES HANDLED**

**Export- Import**

**Following up of arrival of air and ocean cargo with respective Airlines, Liners or freight forwarders and confirm the same to the clients.**

**Coordinate with clients for necessary documents for Customs clearance. Solving the Problems related to Documentation.**

**Updating the clients regarding the status of consignments from time to time**

**Preparing daily, weekly and monthly consignment statements and provide the same through e -mail to the clients.**

**Coordinating with transport department of the organization to ensure timely delivery of the consignment to the clients.**

**Coordinating with all branch offices located in different states.**

**Meeting with the client and make them understand the charges for different countries. Ensure proper coordination with the clients.**

**Work as a Marketing Consultant for the assigned clients. Keeping track of the sales and customer complaints.**

**Execution of AWB for the clients. Handling Export Shipment.**

**Offering export quotations and price negotiations.**

**2004 to 2011 May - Doing own Business (SATHAK PAPER & PACKAGING)**

**RESPONSIBILITIES HANDLED**

**ADMIN CUM ACCOUNTANT.**

**EDUCATIONAL QUALIFICATIONS**

**UG-B.com (Bachelor of commerce) 2001-2004 – Madurai Kamarajar University.**

**Computer skills:**

**MS office, Tally ERP.9, DTB, True books (Accounting Software).**

**PERSONAL DETAILS:**

**Date of birth Sex**

**Nationality Marital status**

**Languages**

* **18th March 1983**
* **Male**
* **Indian**
* **Married**
* **English, Hindi, Malayalam, and Tamil.**

**First Name of Application CV No:** **1656696**

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