RAJISH MUDALI

 **DOCUMENTATION SPECIALIST**

**SUMMARY**

To build a long- term career in Logistics, Shipping, Administration, Coordination and Operations that offers professional growth and continuous learning opportunities.

**HIGHLIGHTS**

* Ability to effectively interact with members at all levels of the organization.
* Flexible to different kinds of work environment.
* Willingness to learn and work hard.
* Adaptive team player
* Customer service-oriented
* Computer proficiency.

**AC**

 **ACCOMPLISHMENTS**

* Worked with company systems such as Live Support and diligently completed all assigned tasks, working overtime as needed.
* Boosted customer satisfaction ratings.
* Researched, calmed and rapidly resolved client conflicts to prevent loss of key accounts.
* Promoted two pay grades within 4 years.
* Awarded the "GOING THE EXTRA MILE" award at MAERSK LINE in January, 2015 & July, 2015.
* Awarded the "Champ of the Month" award at MAERSK LINE in November, 2015.

**EXPERIENCE**

 **01/2016 TO Current DOCUMENTATION SPECIALIST**

 **U.A.S.C (SAG)** － MUMBAI, MAHARASHTRA

* Responsible for managing U.A.S.C (SAG) Saudi Arabia – Documentation process.
* Handling key clients (SABIC, SUMITOMO, VINMAR, SCHENKER)
* Responsible for the execution of export documentation requirements for Shipments originating in the Saudi to destinations globally.
* Generating Bill of lading.
* Arrange details of shipments with forwarders, carriers as necessary for exports.
* Ensure that all documentation meets export regulations.
* Transacting of daily shipments & Co-Ordinate with front office for smooth operations.

**03/2012 to 01/2016 ASSOCIATE**

 **MAERSK LINE** － MUMBAI, MAHARASHTRA

* Responsible for managing Maersk line Germany &Malaysia Cluster – Bookings process.
* Responsible for Activation and confirmation of General, hazardous, Reefer and Out of Gauge cargo.
* End to End Dangerous Goods Process.
* Vessel Scheduling, Equipment tracking and checking equipment at available depot.
* Generating process improvement ideas and implementing them to level the process.
* Managing process matrix such as Customer Charter, Efficiency and CE deliverables.
* Reviewed new customer orders and requests and manually entered data into a centralized database.
* Communicated all emergencies, delays due to weather and carrier schedule changes to customers.

**EDUCATION**

**2011 M.B.A (Marketing)**: MUMBAI UNIVERSITY
 MUMBAI, MAHARASHTRA, INDIA
 Secured 65%

**2009 BACHELOR OF MANAGEMENT STUDIES** : MUMBAI UNIVERSITY
 MUMBAI, MAHARASHTRA, INDIA
 Secured 58%

**PERSONAL DETAILS**

 Date of Birth : 25th May-1988

**Job Seeker First Name / CV No: 1811484**

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