**PRAVEENA**

**PRAVEENA.303771@2freemail.com**

**CAREER OBJECTIVE:**

Lookingfor a high growth opportunity in an organization providing a good working environment along with suitable opportunities of professional development.

**SUMMARY**:

Ensure smooth handling of cargo throughout cargo operations (Sea and Air) by performing multi-skilled role while utilizing the resources provided effectively. Tasks required to perform cargo handling include, but are not limited to, documentation, customer service, acceptance, delivery, breakdown, build up, equipment operation and transport.

**ACADEMIC QUALIFICATION:**

X –M.R.M.K.M.M.H.S.S,Edava, 2006 (76%)

XII –H.S.S,KAPPIL, 2008 (67%)

LLB – Govt. Law College (Trivandrum, India)

**WORK EXPERIENCE:**

1. **Operations Executive.**

**Modern Age Shipping LLC, Dubai ( 2013 Nov to 2015 Nov )**

* Preparation of Customs bill through E-mirsal
* Close coordination between land, marine, and air operations crews in different locations and provide appropriate back office support to facilitate operations.
* Negotiation with carriers for the best price with comprehensive payment terms.
* Obtain space from carriers for both sea & air shipments, ensure completion of operation within the stipulated time.
* Coordination of Import and cross trade shipments from origin till destination.
* Review and sign off of shipping documents while ensuring completeness and accuracy.
* Preparation of documents for clearance from the Airport and sea port based on pre alerts.
* Seek innovative ways to improve service & cost through technological and process improvements.
* Ensure compliance with import/export regulations for all equipment and materials.
* Review the documents, processes and controls of freight payment.
* Notify, update customers on their shipment status.
* Manage archiving of completed shipment files and maintain record keeping.
1. **Move Coordinator**

**E-Movers LLC, Dubai (2016 July – Present)**

* Coordination with customer and agent for export/import shipping till delivery of shipment.
* Negotiate rates with agent and shipping lines
* Notify, update customers on their shipment status
* Manage archiving of completed shipment files and maintain record keeping.

**KEY SKILLS AND COMPETENCIES:**

* Excellent interpersonal skill and communication skills.
* Impressive work planning and execution skills.
* Time control and management expertise.
* Excellent working knowledge of all Microsoft Office packages.
* Honest and hardworking
* Cooperative team member
* Extremely organized
* Quick learner Energetic and organized

**LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Write | Read | Speech |
| English | Yes | Yes | Yes |
| Malayalam | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Tamil | No | No | Yes |

**PERSONAL INFORMATION**

Nationality: Indian

Date of Birth: 20 July, 1990

Gender: Female

Marital Status: Married