**CURRICULAM VITAE**

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COLOUR PHOTO

**BALACHANDRAN**

[**BALACHANDRAN.336051@2freemail.com**](mailto:BALACHANDRAN.336051@2freemail.com)

Visa profession: secretary

**Objective**

To work in strong, forward thinking, progressive and equal opportunity organization where I can apply the knowledge I have obtained, involving maximum utilization of my skills and experiences

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| --- | --- | --- |
| **SKILLS** |  |  |
| • Attention to detail | • Negotiation | • Project completion |
| • Goods transportation | • Documentation | • Shipment issues resolution |
| • Workplace safety | • Sanitization | • Facilitation |
| • Multitasking | • Relationships development | • Physical stamina |
| • Computer: Word & Excel | • Demonstrated imitativeness | • Creative problem-solving |

**Major Strengths:** 

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.

Professional and energetic demeanor

**Duties and Responsibilities**

Coordinating with the managerial team and tracking the materials dispatched by the companies

Indenting & receiving the material finally dispatching the same to the distributors

Taking the overall responsibility of running the managerial functions

Maintaining and checking the Inventory record in system through online

Coordinate with local transportation teams and messengers.

**Educational Qualifications**

Post Graduate Diploma In International Certified Logistic Professional

Post Graduate Diploma In Industrial & Corporate Psychology Counseling

Pre-Degree & SSLC

**Professional Qualifications**

Airline Safety and Security Training Certificate from Tran guard - DUBAI Airport Free Zone

Dangerous Goods Regulations                           Emirates Aviation College, Dubai

Cargo Product Knowledge and Documentation Emirates Aviation College, Dubai

Cargo Special Load Handling        Emirates Aviation College, Dubai

**Work Experiences**

## Served as Operation Consultant in State Logistics company at Doha-Qatar (March 2015 to Dec 2016)

Handling day to day operational activities like start new job files update on system software, send to email to respective freight forwarders & local consignees, checking ETA, vessel with shipment tracking assist with MILAHA, throughout customer service.

Handle operations of all carriers i.e. Sea, Air, Land, trouble shoot all issues of loading, transshipments and final deliveries with customer service.

Organize Land Transportation for inbound and outbound. LCL/FCL shipments, coordinate multi point loading and monitor the movements. Liaise with Shipping Freight Forwarding Agencies / Carriers / Lines for competitive rates and services.

Interface with ports, customs and external Inspection authorities for documentation, goods clearance and other routine matters. Coordination with messengers for documents delivery and collection

Communicate / correspond with International Agents and Consignees Send pre-alerts / pre advice / arrival notice and ensure timely issuance of delivery orders, clearance and Delivery of Shipments.

Preparing the Quotations / Freight Memos /Performa Invoices.

Customers Care Support and follow up for smooth shipping and freight operations

Facilitate shipment status update to customers through Monitoring Movements from Origin to Destination.

Proper maintenance of contacts, customs code, HS CODE,DGR and other data of customers and other parties

Co-ordination and support to Sales team and Accounts personnel in their activities.

Support in preparation of sales inventory reports as needed by management.

From Jan. 2014 to Dec. 2014 PROJECT CONSULTANT IN CARGO OPERATIONS

Served in LOEDIGE SYSTEMS MIDDLE EAST (LSME), worked for Qatar Aviation Services (QAS) and Qatar Duty Free (QDF) as Project Consultant in the level of managerial and supervisory team. Main tasks are:

To detail the various action carried out by LOEDIGE SYSTEMS M.E. to Qatar Airways, Qatar Aviation Services(QAS) and Qatar Duty Free (QDF)

Provide support and guidance in personal Protection Equipment and Cargo Management Software systems like CWIS, WMS, CWS, HHT, etc..

Addressing and Directing QAS via remedial solutions to the issues incurred in operations such as Airside, Build & Break, Customs Inspection and Landside Handling

Advise QAS employees to perform operations in safe and efficient manner complying with all relevant Governmental and Company regulations.

Provide necessary on the job training and best practice methods to QAS members.

Using knowledge and expertise to maximize throughout within the assigned areas using the software system and medical equipment.

Acting as the first point of contact for our customer Qatar Airways if any issue arise.

Collaborate with IT team or Cargo Hub Control Team to solve severe operational defects.

Need to update and maintain relevant artifacts assigned to certain areas like Customs Inspection.

Actively reviewing the process and procedure to discover and maintain process and continuous improvement.

Conducted trials and several tests before the Hamad International Airport-Cargo Terminal going live.

Perform quality assurance activities to mitigate operational ambiguities.

Rearranging brand-wise items orderly and getting up to date data analysis study(W-24 /W-18)

Different brand wise items must be scrutinized and prepare for immediate delivery from warehouse operation

From Jan. 2011 to Dec. 2013

Served as Air Cargo Assistant in DNATA FG-5 as well as worked in Abu Dhabi Cargo Company as Cargo Manifesting Officer under the managerial supervisory team in Middle East Country of UAE.

Duties performed during the work period services are as follows:

Import & Export data manipulation including system updates of cargo manifesting.

Prepared by Departure Cargo Arrival System (DCAS) entered on these PO.

Pre & post flight messages through SITA system, Coordination with concern airline staff. Inventory of HUB AWB's

Handling of DNATA import & export cargo of worldwide different destinations.

Hand Held Terminal (HHT) Usage for import & export Documentation in warehouse.

Export and Import Cargo MANIFESTING for worldwide Various Destinations.

Analyze data to monitor performance and plan improvements and demand.

 Computer Skills : MS. Office Word, Power Point Presentations and basic computer operations

# Languages Known (read and speak) : English, Hindi, Malayalam and Tamil

# Reference : Available Upon Request