**PONGUHAN**

**PONGUHAN.343422@2freemail.com**

**CAREER OBJECTIVE**

To work in an organization, which would provide me learning and professional growth, at the same time helps me in contributing meaningfully to the growth of the organization and to emerge as a corporate leader.

**EDUCATIONAL QUALIFICATION**

**Master of Foreign Trade (MFT)** from Kodaikanal Christian College in 2014.

**Bachelor of Commerce (B.Com)** from American College in 2012.

**CERTIFICATE AND DIPLOMA COURSES**

* Certificate course in Issues in Human Resources- **Concordia College, NY, USA**.
* Certificate course in Cognition and problem solving- **Concordia College, NY, USA**.
* Diploma in Foreign Trade procedures **– Paradise academy course, KCC**.
* Diploma in Business Law – **Paradise academy course, KCC**.

# **PROFESSIONAL SUMMARY**

# **2 years and 2 months** of experience in the fields of Production and Freight Forwarding companies.

# Worked at **SAKTHI FLY ASH BRICKS**, manufacturers of quality fly ash bricks, Kayathar – India as Production & Sales Executive from **March 4th 2015** to **December 29th 2016**.

# **Duties and Responsibilities:**

# Handling raw material procurement.

# Confirming smooth flow of production in order to achieve maximum production a day.

# Confirming the quality of the finished product by performing strength test.

# Meeting potential engineers in order to create more contracts.

# Worked at **GLOBAL SHIPPING AGENCIES INDIA PVT LTD.** Freight Forwarder, Cochin – India As Documentation & Operations Executive -Shipping from **August 1st 2014** to **January 20th 2015**.

# **Duties and Responsibilities:**

* **Preparation of Post shipment documents.**
* Bill of Lading
* Online booking through INTTRA / websites for empty containers.
* Submission of shipping instructions.
* Verifying the draft copies of bill of lading.
* Certificate of origin, preparation.
* Weight measurement and quality certificate – online filing.
* Fumigation certificate – coordinating with fumigating agencies.
* Health certificate – online filing and preparation.
* Phytosanitory certificate.
* Globalized system for preferences (GSP) Certificate.
* IK Certificate.
* Shipping bill filing process.
* Co-ordination with shipping lines for container booking
* Co-ordination with shippers in India.
* Arranging transportation for cargo stuffing and monitoring containers gated in within the stipulated time.

**INTERNSHIPS AND PROJECT**

* One month Internship at Jehovah Jireh Freight systems & CF agents in Tuticorin.
* One month Internship at TOPLIN logistics in Chennai.
* Project on “Study on Effectiveness of Operating Efficiency of Inland Waterways in Kerala”

**CORE COMPETENCIES**

Time management |Group cohesiveness| Decision making.

**PERSONAL INFORMATION**

**Date of birth :** 25-05-1992

**Languages Known :** English, Tamil, Telugu, and Malayalam.