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| JOHN scan0018 **Telephone:**C/o-Mobile No:+971503718643**Email:** John.343776@2freemail.com Personal Data:Date of Birth : 27-07-1983Sex : MaleReligion : ChristineNationality : IndianMarital Status : MarriedVisa : Visit(Transferable)Languages : English, Hindi Tamil, Malayalam, Arabic Middle.**My Strengths:*** Effective communication skills
* Flexibility & Optimistic
* Adaptability to New Situations& Hardworking
* Responsibility & Persistence
* Self Motivated
* Work in team
 | CAREER OBJECTIVESeeking a position in shipping documentation executivewith a reputed organization where I can perform to the best of my abilities and my skills for the benefit of the organizationacademic qualification* **M.Sc. Biotechnology, (2009 – 2011), from Udaya Arts and Science College (*Affiliated to MS University*), Tirunelveli, Tamil Nadu. *Second class* (66%).**
* **B.Sc. Biotechnology, (2002-2006), Zoology from Sivinthy Aditanar Arts & Science College, (*Affiliated to MS University*), Tirunelveli, and Tamil Nadu: *Second class* (62%).**
* **Plus Two, (2000-2002), S.L.B Higher Secondary School Nagercoil, Tamilnadu, *Second class*; (69.6%).**
* **SSLC, (2000), Carmel Higher Secondary Nagercoil, Tamilnadu, *First class*; (82.2%).**

KEY HIGHLIGHTS***PROFESSIONAL SUMMARY******Shipping Documentation executive*** * **shipping and logistic** graduated with **1** year of overall professional experience in field of Shipping Documentation executive in **CMA CGM SSC**, Chennai. INDIA.
* Steadfast Import Export Coordinator forming and nurturing productive relationships with Shipping Line, Forwarders &retailers, distributors and salespeople – **(NEW IDEAL AUTOMOTIVE – JEDDAH-SADUI ARABIA).**

***Skills and Experience**** Strong knowledge in **Import & Export documentation** processes and Cross Trading.
* Gross Trade shipments
* **LC** shipments.
* Booking invoice, booking the container and getting the **CRO** For stuffing the container.
* Confirming the Draft **BL**
* Submitting the documents for the clearance (**commercial invoice, packing list, certificate of analysis, certificate of origin.**
* Adept at preparing and confirming **order approval**, arranging shipments and handling billing, pricing and invoicing issues

**STRONG KNOWLEDGE OF IMPORT DOCUMENTATION PROCESSES** * **Inco terms, LCL, FCL, TEU, DG classification, CBM Calculation, AMS Filing, Air cargo shipment, co-loading, consolidation, Warehouse activities**.
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***June 2011 to June 2012 SEASIDE CORPORATION — Vilsons Logistics (Tuticorin PORT), INDIA***

* CA Import Export Coordinator
* Confirmed all shipping details before allowing packages to leave facility.
* Maintained an updated database of all shipments, deliveries and returns.
* Coordinated overseas shipping with customs agents for clearance.
* Handled claims with insurance companies for issues with shipments.
* Arranged domestic and international shipments.
* Prepared inventory and sales reports.

***Feb 2013 to DEC 2014 CMA CGM SSC (Shipping Company) — Chennai, INDIA***

* Export documentation executive
* Maintaining ongoing tracking information from shipment to delivery.
* Verifying the accuracy of import and export inventories.
* Checking the SOB date, Inco-terms, AMS Filing, DG classification, Checking the Attachments.
* Provided BL on customer request.
* Prepare and tracked client shipments.

**JAN 2015 – 2016 – SHIPPING AND LOGISTIC COORDINATOR – NEW IDEAL AUTOMOTIVE – JEDDAH.**

* Coordinating with suppliers and shipping companies.
* Arranging shipments for the vehicles.
* Verifying the BL draft, and confirming with the liners.
* Checking the shipping terms and conditions (UCO TERMS) and arranging the shipment accordingly.
* Preparing clearing documents for import and export.
* Negotiating the freight charges with liners.
* Arranging LC shipments as per LC contract made in between seller and the customer.
* Switch BL.
* Split booking will be made for some of the shipments.
* Gross trading shipments.

***Key Responsibilities***

* Finding new area and developing customers.
* Communicating with customers for developing new and customized designs.
* Getting orders from overseas markets/buyer with new marketing & sales strategies, applied in web marketing as well as international trade events.
* Worked with the team on the Buy and Sales Plan.
* Co-ordination with the production house at regular intervals for replenishments and follow-ups, Shipment planning as well as updating customers on regular intervals.
* Analyzed weekly sales data of various categories and subcategories to ascertain the performance both value and volume wise and the contribution given from different brands/customers.
* Assisted the team in presenting performance reviews and suggested possible changes based on research, past performance etc.
* REFERENCES:

 I, hereby declare that the above statements are true to the best of my knowledge and concerned documents in respects of curriculum vitae will be produced as when required