|  |  |
| --- | --- |
| JOHN scan0018    **Telephone:**  C/o-Mobile No:+971503718643  **Email:**  [John.343776@2freemail.com](mailto:John.343776@2freemail.com) Personal Data: Date of Birth : 27-07-1983  Sex : Male  Religion : Christine  Nationality : Indian  Marital Status : Married  Visa : 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 OBJECTIVE  Seeking 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 organization  academic 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**. |

***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