 KERMALIN

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**CAREER OBJECTIVE**

Dedication and hard work are the best investment I can make on any job. I wish to explore my uniqueness in a challenging and creative environment and effectively grow and contribute my talents towards the goals of the organization.

**EDUCATION QUALIFICATION**

* MBA (HR & MARKETING) 1St Class – Panimalar Engineering College under Anna University Chennai India- 2014
* B A (English) 1St Class – St. Joseph’s college (Autonomous) Trichy, India 2012.

**CAREER SUMMARY**

* 1 year of HR Trainee experience in Automotive Company.
* 2 years of Documentation Executive (Import & Export) experience in Shipping & Logistics Company.
* Have experience in controlling the Documents and projects.
* Proficient in MS Office Suite
* Have a good knowledge on Import & Export documentation, LC shipment, Switch BL, Quotations and Arranging Transportation etc.
* Have knowledge on recruitment, training and development, Performance Appraisal, Employee Welfare, Record Keeping, Administration.

**WORK EXPERIENCES**

**HR Trainee** - Yazaki Wiring Technologies Pvt Ltd. Chennai, India. –2014 to 2015

**Documentation Executive**- SeAir Global Logistics LLC. Dubai, UAE. – April 2015 to till now

**TECHNICAL KNOWLEDGE**

* Proficient in MS Office (Excel, PowerPoint and Word)
* Operating System - Windows 98/2000/XP

**Current Employment:**

* **Company Name - SeAir Global logistics LLC**
* **Designation - Documentation executive**
* **Period - April 2015 – Till Now**

**ROLES AND RESPONSIBILITIES**

* Entire Export and Import Documentation (shipping document).
* Quotations, liaising with agents and get rates, updates to customers, billing instructions etc.
* Have a good knowledge on LC shipment, Switch BL and direct shipment
* Ensure that all documentation meets export and Import regulations.
* Passing Import & Export Documents in Dubai Trade.
* Arranging Transportation from customer place to CFS
* Arrange details of shipments with forwarders, carriers as necessary for exports
* Following up vessel schedule.
* Coordinating with warehouse for inspection & stuffing
* Processing of documents for customs house.
* Preparing house bill of lading / master bill of lading
* Dispatching documents to customer on time.
* Following up the goods in transit.
* Tracking the consignment till it reaches to destination & informing delay/early reaching of consignment to customer with reason.
* Direct communicate with international suppliers, service providers, logistic companies etc.
* Practical knowledge about all CFS & Customs works / Operation
* Having knowledge about all types Cargo examine/Process LCL as well as FCL.

**Previous Employment:**

* **Company Name - Yazaki Wiring Technologies Pvt Ltd**
* **Designation - HR Trainee**
* **Period - Feb 2014– Feb 2015.**

**ROLES AND RESPONSIBILITIES**

* Assist the HR manager in planning of Organizational recruitment.
* Schedules examinations by coordinating appointments.
* Prepare the joining documents of recruiters
* Controlled the records of employees.
* Maintaining daily attendance records of the employees.
* Analysing employee’s performance and report to HR manager.
* Working with the plant supervisors and managers to bring in people who would be dedicated in helping in company growth.
* Explaining the policies, rules &procedures, benefits, and what will be expected from them as new employees.
* Making sure that every employee is aware of safety procedures before they start to work at the facility.
* Submits employee data reports by assembling, preparing, and analysing data.
* Contributes to team effort by accomplishing related results as needed.

**PERSONAL STRENGTHS**

* **Self-Confident, Sincere and enduring person to achieve goal.**
* **Keen and eager to learn new things.**
* **Flexible and can adapt to any working culture.**
* **Ability to work in a team and even to handle the team**
* **Pleasant with positive attitude.**
* **Ability to work quickly and accurately.**
* **Ability to work independently and meet deadlines.**

**KEY SHILLS**

**Highly motivated, strong work ethics, effective leader, strong analytic and communication skills with positive approach and innovative ideas and have an invaluable strength to qualify performance on job.**

**I hereby declare that all the details furnished above are true to the best of my knowledge.**