Thiruppathi

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**LOGISTICS COORDINATIOR & TRANSPORTATION**



##### **PROFESSION OBJECTIVE**

 To pursue a dynamic and challenging career with an organization of repute and integrating my own goals with the organizations, so as to become a catalyst in every aspect grow.

## SUMMARY

* **Having 3+ years of Import/Export Documentation& Transportation Experience which includes 1 + years as Process Associateexperience.**
* Ensure optimal level of customer services and co ordination with departments’ requests in all areas in Shipping, Clearance and Freight Forwarding etc.
* Maintain knowledge on all technical information and resolve all issues in transactions and perform correction wherever required.
* Manage everyday work activities and informed HOD’s appropriately.
* Administer and collect all metrics on processes and identify data points to improve all processes.
* Monitor all data entry operations and ensure compliance within timeframe.
* Ensure and maintain effective professional relationships with staff.
* To achieve vast experience in all sectors.

 **PROFESSIONAL EXPERIENCE**

**Company : Indian Shipping and Logistics Facility PvtLtd.(Chennai)(http://islf.in/)**

**Duration : Sept-2013 to Feb-2017**

**Designation : IMPORT/EXPORT DOCUMENTATION**&**TRANSPORTATION**

**Responsibility:**

* Responsible to handle imports & exports (Sea/Air) independently
* Facilitate the shipping of products from one destination to another
* Responsible to correspond / coordinate independently to importers / exporters / shippers / liners / transporters / overseas agents / statutory authorities
* Arrange transportation, schedule staff, and orchestrate deliveries to meet customer demand with little to no delay
* Responsible to work with international freight forwarding
* Responsible to work with import / export software packages / word / excel / office software.
* Responsible to provide bond requirement – format, registration of various licenses and import / export clearance of various schemes (epcg /deec/ SEZ/STP/EOU/etc).
* Responsible to prepare / segregate documents – shipping bills / bill of entry / EDI annexure / online filing.
* Responsible to provide costing / estimation / quotation
* Independently hand the execution of bill of lading and manifests /etc.
* Responsible to handle Customs clearance – air / sea / ICD. Independently handle and provide daily / weekly / monthly status / statistics generation / updating shipping / delivery / transshipment / marketing prospects status.
* Responsible to find and recruit documentation and operations position as complied with organization criteria.
* Should be able to file refunds / drawback / etc. Should arrange transporters for local, within state or interstate for any kind of cargo at a very competitive rate / Follow up for payments
* Receives products and coordinates delivery,Prepares loads for shipment,Takes steps to avoid quality control issues
* Continually reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible

**EXPERIENCE**

**Company : Just Dial Limited. (Chennai)(https://www.justdial.com)**

**Duration : March-2012 to Aug-2013**

**Designation : Process Associate**

**Responsibilities:**

* Creating a positive Brand Image /awareness of Just Dial in the minds of new prospective clients.
* Contact customers by phone to offer or persuade them to purchase the services.
* Explain advantages and features of service being sold to stimulate customer'sinterest.
* Answer customer's questions pertaining to service being offered.
* Advises customer on variables and options to assist customer in making decision.
* Explain products or services and prices.
* Computes estimate or final cost of sale and presents information to customer.
* Schedule appointments for Sales Representatives.
* Coordinating with Marketing executive and the client till the deal is closed.
* Maintaining the customer’s business data.
* Working on the business man’s Follow up data
* Giving Feedback to Team Lead on prospects or Follow up clients

**ADDITIONAL WORK EXPERIENCE**

* Worked as Data Base Administration for **IIE Technologies** Chennai, INDIA.(**My SQL**)

**SKILLS**

* Knowledge of Windows 7,8,10 Operating Systems & XP Operating Systems
* MS Office (**Word, Excel, PowerPoint & Access**), Internet and E-mail applications
* Basics of Networking & Basics of My SQL language.

**ACADEMIC DETAILS**

* Completed **Master of Business Administration in Logistics** from Alagappa University karaikudi,Tamilnadu in the year 2017
* Completed **Bachelor of Engineering with first class in the Department of Electronics and Communication** in 2011 from PSR engineering college, Sivakasi, Tamilnadu.
* Completed both **Higher Secondary Education and S.S.L.C** from Government Higher Secondary School, State Board, Tamilnadu, and aggregate70% of marks.

##### **PERSONALITY TRAITS**

* Ability to learn new things easily and to apply the same in different areas.
* Problem-solving skills
* Possess very good leadership skills to manage with different kind of people.
* Possess a flexible & detail oriented attitude

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| **DECLARATION:** |

 I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.