**RESUME**

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| **Personal Details:-** |

Name : - **Santosh**

**Santosh.366296@2freemail.com**

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| **Qualification:-** |

* Bachelor of Arts (B.A)

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| **Special Skills:-** |

* Knowledge of office OS i.e. excel, word, outlook etc.
* Knowledge of Import / Export Documentation, Operation & Procedure.
* Knowledge of customs formalities for Import, Export & Shipping Documentation.
* Knowledge of customs Clearance Procedure under EDI System.
* Knowledge of TRACKER software

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| **Vaishano Container Yard ( CFS ) – JNPT**  (A **Division of M/S Viraj Profile Ltd Boiser )** |

* Presently working with **M/S Vaishano Logistics Yard ( CFS ) - JNPT URAN NAVA SHEVA NAVI-MUMBA**  (A **Division of M/S Viraj Profile Ltd Boiser - MIDC Tarapur** ) from Jun-2013 Till Date as a operation executive.

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| **Work Responsibility:-** |

* Planning and monitoring gate Staff, Security &Surveyors for Gate –operations
* Monitoring the vehicles movements for export & import container
* Preparing Import and Export movements reports
* Monitor Weigh bridge operations
* Overlook proper data entry done by surveyors in TRACKER system
* Overall monitoring and data entry in TRACKER system
* Preparing daily /weekly/monthly MIS reports
* Coordinating with all concerned departments like i.e. Container yard, Warehouse, Transportation, Terminal for import pendency & Accounts on a daily basis for reconciliation.
* Maintain daily report for every vendor.
* Arrange resources for ICD-operations
* Co-ordination with billing team for vendor’s bill & payment issue.

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| **Organization (M/s Adecco India Private Limited Enterprise)** |

* Past Work with **M/s MAERSK CFS** as an Shift In-charge on contract basis from Feb -2013 to 31th May -2013.Contract Organization **M/s Adecco India Private Limited Enterprise.**

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| **Work Responsibility:-** |

* Coordinate with the vendors for import container Movement from GTI, JNPT& NSICT Terminals.
* Monitor from Control Room Empty and Loaded Containers Movement activity.
* Coordinate with Empty container yard for Empty container Movement.
* Planning allocation for vendors of loaded container Movement from port.
* Maintain the Report for each n every Vendors for Movement Details.
* Coordination with port planner for arrival of Vessel.
* Maintain the daily activity report of loaded and empty container movement

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| Organization (Arshiya international Ltd.) |

* **Duration** : - Aug- 2010 to Jan 2013.
* **Designation : -** Operation Executive.

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| **Work Responsibility:-** |

* Planning the resources for Gate –operations
* Monitoring the vehicles movements
* Maintain the Turnaround time report for each n every vehicle.
* Maintaining the Inbound & outbound reports.
* Monitoring and supervision of all inward and outward cargo movement for unit holders.
* Monitoring and keeping inventory of containers in container yard.
* Monitoring overall Weigh bridge operations.
* To have total control of gate operations including security, cargo, vehicle arrival/departure,

Systementries in CYBERLOG & gate pass.

* Ensure survey done of eachand every container / cargo prior gate in & gate out.
* Coordinate with T&H team for to and fro movement of cargo from Port/ Airport/CFS or any

other location for all unit holders and maintaining log thereof.

* Preparing daily /weekly/monthly MIS reports as per requirements of the lines & customers.
* Coordinating with all concerned departments like-Supply chain, Operations,

 Warehousing, Transportation, Accounts on a daily basis to avoid any short falls.

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| **Organization (M/S Foremost Shipping Logistics Pvt Ltd.)** |

* **Duration** : - June 2008 to Aug 2010.
* **Designation : -**Sr. Executive Operations.

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| **Work Responsibility:-** |

* Managing Day to day activity of operation ( carting / stuffing /movement)
* Planning of console containers.
* Negotiation of Freight from major carriers
* Arranging funds of operational work
* Liaising with customer service dep’t for sending timely advance load list and confirmation of

Respective carriers and customers

* Coordinating with ICD for dispatch of HUB containers and timely advising arrival and

De-stuffing of the same

* Coordination with co-loader & obverses partners.
* Informing Docs Dep’t for freight rates and other related matters
* Updating monthly reports to management.

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| **Organization (M/S AMI INDIA LOGISTICS PVT LTD.)** |

* **Duration** : - Apr 2001 to Mar 2008.
* **Designation : -** Operation Executive.

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| **Work Responsibility:-** |

* Coordinating with all CHA, Co-loader and Operation Persons to assure prompt carting,

Stuffing and loading of cargo

* Co-ordination with the operational office of the shipping lines and their operational

Staff with regards to movement of console container.

* Coordination with shipping lines to make permission under vessel interchange advice (VIA change)
* Coordination with ICD for HUB container coming various locations into port and

Moving the same in D ‘node for reworking

* Coordination with port officials for arrival of train
* Planning of console container / straight loads in coordination with sales staff
* Coordination with customer services / sales staff to keep them update

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| **Organization (M/S J.B.BODS SURVEYORS )** |

* **Duration** : - Sept 1994 to Mar 2001.
* **Designation : -** Operation Asst.

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| **Work Responsibility:-** |

* Handling stuffing operation for OMEGA SHIPPING AGENCIES & SAFMARINE SHIPPING

I, hereby declare that the above information furnished by me is true to the best of my knowledge.