**KOBAL**

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**PROFILE SUMMARY**

* Offering over 11 years of experience in **Sr. Executive** **Documentation / Coordinator (Export & Import) of Freight forwarding & Shipping industry.**
* Possess extensive knowledge in providing excellent customer service to improve business performance and ensure customer satisfaction
* Playing an active role in administration of all the department
* Experience in preparing reports and managing complete backend activities
* Experience in assisting and supporting day to day operations for the organization
* To rate negotiation with Shipping line & quote to customer.
* Once final rates arranging for transportation and custom clearance process.
* To release the DO / Empty / Survey / Destuffing order to Consignee or CHA after collecting all Endorsed document form consignee
* Calculate detention & demurrage if applicable.
* Follow up with Customer and transporter for empty offloading at Empty yard.
* Possess motivational management style with a record of being able to deliver positive results independently & under pressure

**CAREER OBJECTIVE:**

I am looking ahead to work in a professional, growth oriented organization, where in one can make significant contribution to the success of the organization. Seeking a position that involves creativity, challenges and that provides me, an opportunity to constantly strive to explore, innovate & excel in attaining organizational and my individual goals. A consistently dependable team player, I can thrive in a high-pressure environment, enjoy the challenges of meeting deadlines and lead a team successfully.

STRENGTH & SKILLS:

Good analytical, interpersonal, communication & listening skills coupled with dedication and sincerity towards the assigned job.

**EDUCATION BACKGROUND:**

|  |  |  |  |
| --- | --- | --- | --- |
| Course / Degree | **Institute / Board** | **Year of Passing** | **Grade** |
| B.Com | Mumbai University | 2006 | II |
| H.S.C | Mumbai Board | 2003 | II |
| S.S.C | Mumbai Board | 2001 | I |

**EXTRA QUALIFICATIONS**

\* Completed successfully MS Office – Basic Computer Course (MS Word, MS Excel, MS Power Point & Internet)

\* Completed Diploma in Foreign Trade Management (EXIM Mgt.) in 2007

**EXPERIENCE**

* Worked as **“Sr. Executive (Export & Import)”** at ABCN Logistics Pvt. Ltd. from November 2016 to 10th Aug 2017.
* Worked as **“Sr. Executive Documentation / Sales Coordinator (Export & Import)”** at Plimsoll Logistics Pvt. Ltd. from October 2011 to October 2016
* Worked as **“Documentation Executive cum Sales Co-Ordinator” (EXIM)** at Casby Logistics Pvt. Ltd. from April 2010 to January 2011

**IMPORT**

\* Filing IGM with Custom and Shipping line before Vessel arriving at port.

**\*** To release Cargo arrival Notice to Customer (CAN)

\* To prepare Import shipment invoice.

\* To verify the Import documents for Issuing DO procedure.

\* To collect all original or endorsed Require documents from Consignee / CHA for Issuing DO

\* To release DO (Delivery order) to Customer.

\* To release Examination DO / Gang Letter / Survey Letter / Empty letter as per require shipment. (LCL & FCL)

\* Handle Pre & Post shipment documentation.

**EXPORT**

\* To coordinate with Shipper for Export documentation (Invoice, PL, Checklist etc) for Custom Clearance.

\* To Place Booking with Shipping line for Export shipment.

\* To Submit Shipping Instruction to SL through Intra or Manually.

\* To Co ordinate with Shipping line for BL.

\* To release the House & Master BL to customer.

\* To release COO, GSP, from Inspection Agencies.

\* To Prepare Export shipment invoice.

\* Handle Pre & Post shipment documentation

**Co-Ordination & Pricing**

**\*** To Co ordination with Shipper / Consignee for On board the business.

**\*** To negotiate the freight with shipping line & Customer / Transporter etc.

\* To co ordinate with operation Team for Import & Export shipment.

\* To appoint CHA & Transporter for Custom Clearance & Transport .

\* To Follow up with CHA for Custom Clearance & Transporter for Vehicle as per Customer requirement.

\* To follow with customer for Outstanding payments.

\* Ensuring Prompt services to customers/overseas agent and overall, try to Grab Business.

* Worked as **“Documentation Executive”** at MOLIPS (Mitsui O.S.K. Line from April 2008 to April 2010

**Key Responsibilities**

\* Update shipping instruction in STARNET & DMS system of MOL.

\* Do the correction in B/L as per shipper request.

\* Release the master B/L through internet to shipper.

\* Prepare pending Shipping instruction & Rollover report and send to shipper.

\* Coding the B/L release request of shipper in database

\* Update AES / ITN no. in database which is require for the U.S. custom purpose.

\* Follow up with shipper for B/L draft submitting in system prior to vessel sail.

\* Handle the Reefer and HAZ shipment related B/L.

\* Solve the shipper query relating Bill of Lading

\* Prepare the export invoice for the payment purpose.

\* Update the shipper container booking request in system with freighting.

* Worked as **“Documentation Executive”** at OOCL (India) Pvt. Ltd. from January 2008 to April

**Key Responsibilities**

\* Submitting master B/L to respective line through Inttra

\* Complete knowledge of in house OOCL software cargo smart.

\* Manifesting B/L in Cargo smart.

\* Release Original & Way B/L through internet.

\* Create freight invoice as per freighting.

\* Prepare vessel arrival notice & send to the customer. (Import)

\* Prepare detention & demurrages invoice. (Import)

\* Prepare pending Shipping instruction & Rollover report and send to shipper.

\* Coding the B/L release request of shipper in database.

\* Follow up with shipper for B/L draft submitting in system prior to vessel sail.

\* Co-ordinate with vendors and Transporter related outstanding payment.

\* Co-ordinate shipper related rate negotiation, vessel availability, Transhipment detail of Shipment.

* Worked as **“Office Assistant”** at Shriram Shipping Agency from May 2006 to January 2008

**Key Responsibilities**

\*Prepare Export Pre & Post shipment document.

\* Co-ordinate shipper related rate negotiation, vessel availability, Transhipment detail of Shipment.

\* Sort out the custom related work through dock team.

\* Booked the container through shipping line system or Inttra.

\* Submitting master B/L to respective line through Intra

\* Prepare freight invoice as per freighting.

\* Prepare vessel arrival notice & send to the customer.

\* Prepare detention & demurrages invoice.

\* Co-ordinate with docs team for stuffing and custom process.

\* Follow up with shipper for B/L draft submitting in system prior to vessel sail.

\* Co-ordinate with vendors and Transporter related outstanding payment.

\* Co-ordinate with Shipping line for the outstanding brokerage payment.

\* Follow up with shipper, vendors, client etc. for the outstanding payment.

* **OVERSEAS EXPERIENCE**

From 14 May 2011 to 06 Oct 2011 working with Hi Tech Inspection at **Oman** As **NDT Technician**. (5 Month)

Completed NDT level - II course by SHARPTEST NDE & INSPECTION SERVICES which approved by **ASNDT**

**COMPETENCIES**

* Quick learner & adapts well to changes and pressure in work place
* Managing relationships & working efficiently with diverse groups of people
* Committed to meeting deadlines and schedules
* Leadership skills to lead projects & handle work independently

**PERSONAL DETAIL**

**LANGUAGES KNOWN** : English, Hindi, Marathi (Speak, Read, Write)

**HOBBIES :** Playing Games & Listening Music

**DATE OF BIRTH :** 1st June 1986

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

Mumbai