**LIBU**

Libu.386452@2freemail.com



**PROFILE SUMMARY**

An MBA qualified & skilled Logistics Operations Executive, with 3 years of experience in:

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| --- | --- | --- |
| Logistics & Operations | Freight Forwarding | Supply Chain Management |
| Customer Relationship Management | Customs Clearance | Planning & Distribution |
| Import & Export Documentation | Invoices & Accounts | Courier |



**PROFESSIONAL WORK EXPERIENCE**

July 2015 – October 2018

* Managed & quoted rates of 20 to 25 inquires per day for customers with quick turn-around times
* Achieved overall 80% of price negotiation with shipping and transport companies
* Coordinated with shipper for cargo readiness, pick-up requirements and documentation
* Handled 54% of Sea Freight including export, import and LCL, 36% of Air Freight and 10% of Courier
* Prepared documentation like Master/House Ocean Bill of Lading and Master/House Airway Bill.
* Successfully administered & managed carrier bookings through online portal
* Monitored shipment and made troubleshoot orders and instructions in case of emergencies & escalations
* Coordinated with import air & ocean quotes, obtained customs release; delivery to final destination
* Notified customers regarding arrival of cargo and arranged for quick delivery
* Supported customers with proper guidance and information
* Ensured 100% accuracy in billing per quotes and/or agreed rates

**INTERNSHIP**

* Internship at Kotak Global Logistics Ltd, Mumbai - March to May 2014
* Completed a project on “Study of Supply Chain Management” in Kitex Textiles Ltd, Cochin - March to May 2015



**EDUCATION**

2015 MBA in Shipping and Logistics from Indian Institute of Logistics, Cochin, India

2013 Diploma in Indian & Foreign Accounts from G Tec Computer Education, Kottayam, India

2012 B Com with Computer Applications from Logic School of Management, Cochin, India



**PERSONAL DETAILS**

Date of Birth: 16 April 1991