**Keerthi**



E-mail [keerthi-393549@2freemail.com](mailto:keerthi-393549@2freemail.com)

[Currently available in Dubai on visit visa]

To seek a challenging position, within a reputed organization and to develop a suitable career, where I would be a valuable team member contributing quality ideas and work to my ability. Also to invest all my professional expertise, qualification and valuable experience to the optimum level and thus facilitate career growth.



**AN OVERVIEW**

* A quick learner and hard working.
* Ability to work under pressure, handle multiple tasks, committed to manage and meet deadlines.
* Team worker – a creative individual who works well in a team but also isn’t afraid to take on a challenge. Listens and responds constructively to other team members’ ideas. Also offers support for others’ ideas and proposals.
* Managing change - Ability to demonstrate support for innovation and for organizational changes needed to improve the organization’s effectiveness.
* Establishing focus - Ability to develop and communicate goals in support of the business’ mission.
* Managing performance - Ability to take responsibility for one’s own action /performance and addressing performance problems and issues promptly.
* Attention to communication - Ability to ensure that others involved in a project or effort are kept informed about developments and plans.
* Written communication - Ability to express oneself clearly in business writing.
* Influencing others - Ability to gain others’ support for ideas, proposals, projects, and solutions.
* Building collaborative relationships - The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance and support.
* Customer orientation: Ability to demonstrate concern for satisfying one’s external and/or internal customers

**QUALIFICATION**

* 2005-2007 **M.B.A** in Tourism from Mangalore University, Mangalore
* 2002-2005 **B.A** from Vivekananda College, Mangalore

**COMPUTER COMPETENCY**

* MS Windows, MS Word, MS Power Point, MS Excel, Mail Merge, Internet, Outlook

**PERSONAL DOSSIER**

Date of BirthLanguagesPassport noVisa StatusFrom

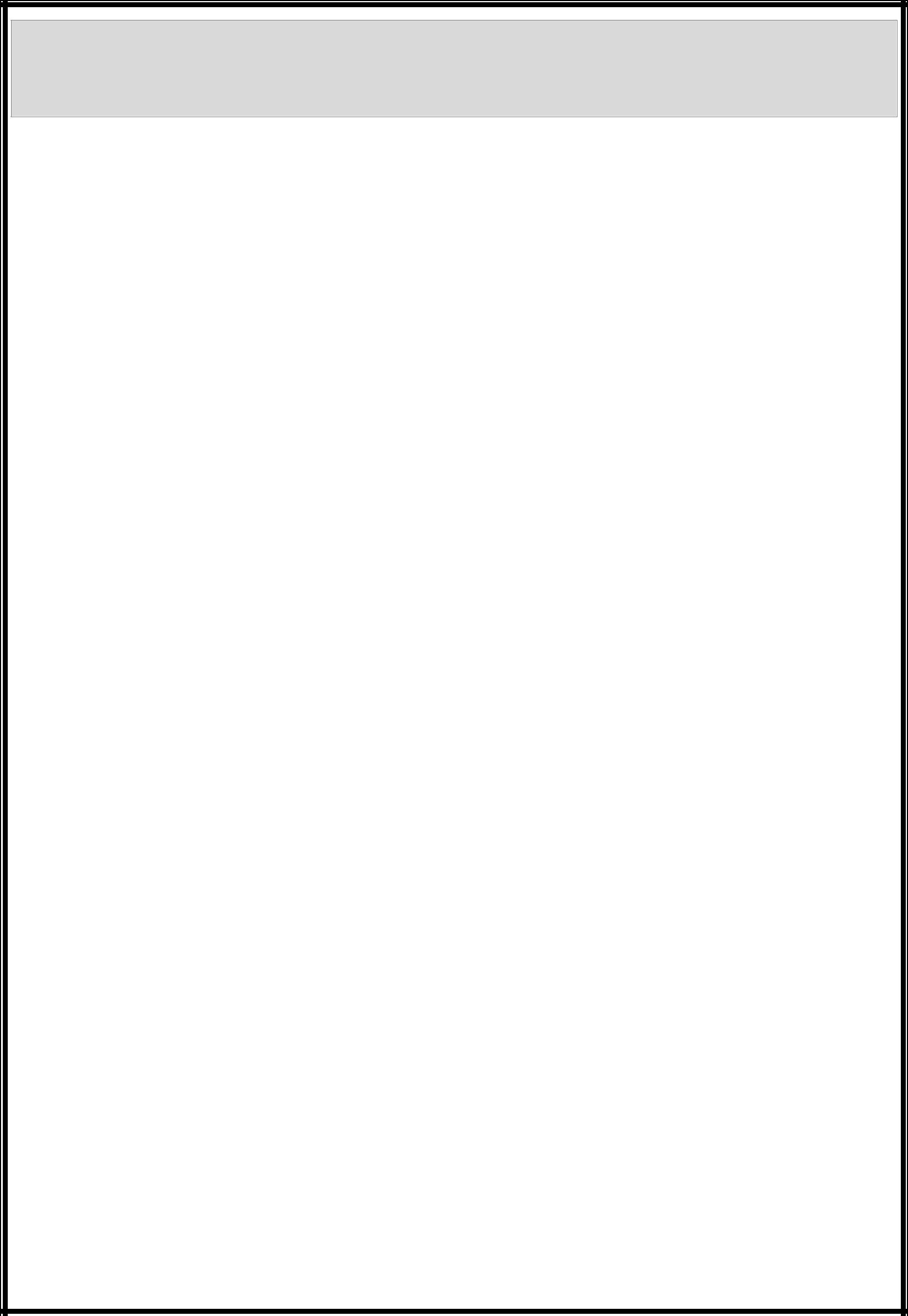
22/06/1984

English, Hindi, Kannada & Tulu.

Visit Visa

Mangalore, India

**Holder of a valid UAE 4 wheeler driving license and car.**

**PROFESSIONAL EXPERIENCE**



**Dubai** **(December 2016 – December 2018)**

***Customer Service Executive (Import and Export)***

Role and Responsibilities:

* Quoting rates to Customers as per their requirements [ SEA & AIR ]
* Import & Export operations and documentation of FCL & LCL shipments.
* Preparing FCL & LCL detailed manifests, calculating charges and making Invoices.
* Contacting the customer to build good business relations and follow up with them for upcoming shipments.
* GENERAL:
  + Track & trace /Releasing Airway bills. Preparation of Airway bill and import & export cargo forwarding duties.
  + Quote published rates and charges for perishable & general cargo as well as for all consignments qualifying for class rates and specific commodities.
* CUSTOMS:
  + E-MIRSAL 2 – EXPORT
  + Export from local to ROW
  + Export to statistical Declaration
  + Export to local FZE
  + Re Export to ROW( after import for re-export)
* Co-ordination for documentation and transportation of the container to the bonded warehouse. Releasing NOCS/DOES.
* Preparation of LPO’s to all agents and constant follow up on the same.
* Preparation of all original shipping documents, invoices and follow up on outstanding payments with Customers and Overseas agents.
* Liaison with customers, keeping them informed of their shipment status.
* Sending pre-alerts with vessel details to the customer.
* Arranging Customs clearance and delivery / pick up of shipment. .
* Execution of Bill of Lading in Intra or Liner related Websites.
* Filling the AMS & ISF and informing the ATL Team. (USA).
* Sending shipping instructions to suppliers based on L/C received.
* Negotiating rates with customers for various booking of shipments for the movement of cargo.
* Suitable application of markup with a detailed tabulation of each shipment.
* Verifiable track record in coordinating shipment export-import and client relationship.

**Dubai** **(October 2014 – November 2016)**

***Sales Coordinator cum Customer Service Executive (Import and Export)***

Role and Responsibilities:

* Quoting rates to customers as per their requirements [ SEA & AIR ]
* Import & Export operations and documentation of FCL & LCL shipments.
* Preparing FCL & LCL detailed manifests, calculating charges and making Invoices.
* CUSTOMS:
  + E-MIRSAL 2 – EXPORT
  + Export from local to ROW
  + Export to statistical Declaration
  + Export to local FZE
  + Re Export to ROW( after import for re-export)
* Ware house coordinating – receiving, dispatching and maintaining the cargo record.
* Preparation of LPO’s to all agents and constant follow up on the same.
* Preparation of all original shipping documents, invoices and follow up on outstanding payments with Customers and Overseas agents.
* Liaison with customers, keeping them informed of their shipment status.
* Sending pre-alerts with vessel details to the customer.
* Arranging Customs clearance and delivery / pick up of shipment.
* Preparing import cargo manifest to be sent to Dubai Ports Authority through DPMAN Software. Execution of Bill of Lading in Intra or Liner related Websites.
* Filling the AMS & ISF and informing the ATL Team. (USA).
* Sending shipping instructions to suppliers based on L/C received.
* Co-ordination for documentation and transportation of the container to the bonded warehouse. Releasing NOCS/DOES.
* Costing for import jobs & calculation of rebate to be offered to overseas agents for group age boxes. (Rates enquiry, equipment availability etc.)

**GLOBE LINK WEST STAR SHIPPING LLC, Dubai** **(February 2011 – January 2013)**

***Operations Executive (Ocean Import and Export)***

Role and Responsibilities:

* Quoting rates to customers as per their requirements and preparation of Customs Bill of Entries for Sea Shipments. Preparation of volume-wise shipment reports and their timely submission.
* Preparation of invoices and follow up on outstanding payments with customers and overseas agents.
* Costing for the import jobs & calculation of rebate to be offered to overseas agents for

group age boxes.



• Liaison with customers, keeping them informed for their shipment status Sending Pre-alert with vessel details to the customer.

* Arranging customs clearance and delivery / pick up of shipment.
* Preparing FCL & LCL detailed manifests, calculating charges and making Invoices.
* Preparing Import cargo manifest to be sent to the Dubai Port Authority through DPMAN Software. Execution of Bill of Lading in Intra or Liner related Websites.
* Filling the AMS & ISF and Inform to ATL Team.(USA). Co-ordination for the documentation and transportation of container to bonded warehouse. Releasing NOCS/DOES.