**VIJAYALAYAN** [vijayalayan-394757@2freemail.com](mailto:vijayalayan-394757@2freemail.com)

**SHIPPING AND LOGISTICS COORDINATOR**



**OBJECTIVE:**

**TO GET A CHALLENGING POSITION IN A CONCERN WHERE MY KNOWLEDGE AND SKILLS WOULD BE USED TO THE UTMOST AND THRIVE IN SUCH AN ENVIRONMENT TO ATTAIN THE ZENITH IN WHATEVER JOB I AM ASSIGNED.**

SOFT SKILLS TECHNICAL SKILLS

* TALLY ERP9 \* IMPORT/ EXPORT DOCUMENTATION

* SAP \* CUSTOMER SERVICE COORDINATION

* FISS \* EXPERTISE WITH INCOTERMS

* MS OFFICE \* PORT&ANCHORAGE OPERATION

* ORACLE \* EXPERTISE IN DEMMURAGES & DETENTION

* OUTLOOK \* FLEET MANAGEMENT&MAINTAINENCE WORK EXPERIENCE

* DESIGNATION \* CUSTOMER SERVICE COORDINATOR

* LOCATION \* CHENNAI – INDIA

* DURATION \* 19-09-2017 TO 15-03-2019 JOB PROFILE

* RESPONDING TO CUSTOMERS OR SHIPPERS QUESTIONS AND COMPLAINTS.

* PROVIDING THE ROUTING INFORMATION AND ISSUING SHIPPING INSTRUCTIONS TO ENSURE THE DELIVERIES ARRIVE ON TIME AND TO THEIR CURRENT LOCATION.

* RESPONSIBLE FOR THE PREPARATION OF QUOTES FOR CUSTOMERS, WHICH WILL INVOLVE EXAMINING PRODUCTS OR MATERIALS TO ESTIMATE QUANTITIES OR WEIGHT AND TYPE OF CONTAINER REQUIRED FOR STORAGE OR TRANSPORT.

* LIAISE WITH ACCOUNTS FOR THE PREPERATION OF INVOICES ENSURING SHIPPING COSTS ARE CALCULATED ACCURATELY AND PASSED ON TO CUSTOMER.

* TO NEGOTIATE RATES WITH SUPPLIERS SUCH AS CARRIERS, WAREHOUSE OPERATORS AND INSURANCE COMPANIES AND PREPARE TARIFFS FOR CUSTOMERS, ENSURING THE REQUIRE PROFIT MARGINS AS DIRECTED BY THE COMPANY ARE ACHIEVED.



WORK EXPERIENCE

* DESIGNATION \* TRANSPORT INCHARGE

* LOCATION \* CHENNAI – INDIA

* DURATION \* 06-05-2014 TO 28-12-2016 JOB PROFILE

* SELECT CARRIERS AND NEGOTIATE CONTRACTS AND RATES. * PLAN AND MONITOR INBOUND AND OUTBOUND DELIVERIES.

* ORGANIZE WAREHOUSE, LABLE GOODS, PLOT ROUTES, AND PROCESS SHIPMENTS. * RESPOND TO ANY ISSUES OR COMPLAINTS.

* RESEARCH IDEAL SHIPPING TECHNIQUES,ROUTING AND CARRIERS. * EVALUATE BUDGETS AND EXPENDITURES.

* ENSURE ALL OPERATIONS ADHERE TO LAWS, GUIDELINES AND ISO REQUIREMENTS.

**EDUCATION**

# Graduation cap BACHELOR OF TECHNOLOGY IN FOOD TECHNOLOGY.

**INDIAN INSTITUTE OF ENGINEERING AND TECHNOLOGY MANAGEMENT. ACADEMIC YEAR – 2010 TO 2014 / GRADUATED WITH CGPA- 78.8%**

# Graduation cap PROFESSIONAL DIPLOMA IN SHIPPING AND LOGISTICS.

**GOOD OCEAN MARITIME.**

**ACADEMIC YEAR – JAN 2017 TO JUL 2017 / GRADUATED WITH CGPA- 68%**

HOBBIES LANGUAGE

PLAYING CHESS \* ENGLISH - EXCELLENCE

* SOLVING PUZZLES \* HINDI- INTERMEDIATE

* READING BOOKS \* TAMIL - NATIVE PERSONAL DETAILS

* NATIONALITY – INDIAN

* GENDER – MALE \* VISA STATUS – VISIT VISA * MARITAL STATUS- UNMARRIED

* DATE OF BIRTH – 19/09/1992

DECLARATION

**I HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE ME IS TRUE TO THE BEST OF MY KNOWLEDGE.**

**SINCERELY,**

VIJAYALAYAN