**VIJAYALAYAN** 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