**Sambarajula**

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**OBJECTIVE**

Seeking a quality environment where my knowledge can be enriched and shared. Always work with dedication to add value to the organization that provides me challenging and rewarding career, ensuring job satisfaction.

**WORKING EXPERIENCE (2 years)**

* Associated with **Mitsui OSK Liner** Information processing centre as a **Junior Executive in Documentation**

MOL - IPS is liner & Logistic Company it have own vessels. I have associated with MOL –IPS from **September 2015 to September 2016** in Singapore **Transshipment team**, below i have mentioned my roles and responsibilities.

**Duties & Responsibilities**

* Vessel wise timely **forecasting of Containers** in TEU’s.
* Data matching between Starnet (Internal system) and Singapore Terminal System (Port of Singapore Authority).
* **Reporting** **Special cargo containers report (Hazardous, Reefer, OOG and other required documents) to port of Singapore Authority and Vessel Operator.**
* **Finalization of loadable containers** with space control team (approves space on vessel).
* **Monitoring connection status** between Discharger vessel and loader vessel to load the containers on time without shutout.
* **Monitoring and protecting special cargo containers** (Hazardous, Reefer, OOG) and **VIP shipments** if required apply for hot connection.
* **Rollover of containers from one vessel to other vessel in case of Tight space on loader, Misconnection between loader and discharger, Rejection from current loader and timely reports same to origin, destination and other concern parties.**
* Create **Transshipment Bill** of lading and communicate with Doc lock team to clear Pending Docs for particular loader. Report Reconciliation report to concern parties.
* **Monitoring customs initiations and Works out on customs rejection(AMS, ENS etc).**
* Works out on **Special cargo container approval** if requires arrange Haulage to see shore.
* **In case of Container Damage** **we arrange the Repair and Maintenance Documentation.**
* In case of **containers Hold at port freight, hold etc charge to concern parties.**
* In case of Return on Board we arrange all documentation.
* Provides **training to internal folks**
* I have worked on **long stay container to get load on earlier vessel**
* **Handling Team mail box**
* **Worked with CMA-CGM Shared Service Centre as a Executive in Documentation**

During **July 2014 to July 2015** worked with CMA-CGM SSC which is in Liner and Logistics business. Company has a wider range of business circle. It is survive for more than 150 countries. Head office located in [Marseille](http://www.mimoa.eu/browse/projects/France/Marseille).

* **Duties & Responsibilities**
* Preparing **Bill of lading**
* Preparing **Export Invoice**
* Preparing various **Shipping certificates like Demurrage and detention**
* As a Indexer I push the customer **shipping Instruction to appropriate queue(New/correction)**
* **Communicates with front office as well as shippers**
* Import documentation
* Given **training for internal folks**
* **Handling Team mail Box**

**PROFESSIONAL QUALIFICATIONS**

* Graduation in **B.Com (Computer)** from POST GRADUATE COLLGE, Hyderabad afflicted to Osmania University in 2012 with **61%**
* **Intermediate (12th)** in C.E.C from ALPHORES Junior college, Jagitial under Board of Intermediate, Andhra Pradesh in 2009 with **76%**.
* **SSC (10th)** from CHAITHANYA BHARATHI VIDHYA NIKETHAN, Dharmapuri under Board of secondary education, Andhra Pradesh in 2007 with **76.6%**.

**KEY SKILLS**

* **Key computer literacy and software**
* Proficiency in **MS Office**
* Proficiency in **TALLY**
* Typing speed **35 WPM**
* **Language Skills**
* Having good written & spoken communication abilities in English, Hindi and Telugu
* **Personal Qualities**
* Willingness to learn new things
* Positive Attitude & Smart Work
* Good team player
* Ability to face challenges

**PERSONAL INFORMATION**

Date of Birth : 29 May 1991

Gender : Male

Civil Status : Single

Nationality : Indian

Visa Status : UAE VISIT visa

Expiries on : 17/01/2017

I declare that the above particulars I have provided to you are true and correct to the best of my knowledge