**SHIBIN**



Email: shibin.388233@2freemail.com

**EDUCATION**



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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Course** |  |  |  | **Board/University** |  |  |
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|  |  |  |  |  | **Diploma in (Air cargo management &** |  |  |
|  | **Diploma** |  |  |  | **documentation –ACM)** |  |  |
|  |  |  |  |  | **Ernakulum - Kerala** |  |  |
|  |  |  |  |  |  |  |  |
|  | **Plus Two** |  |  |  | **Kerala State Higher secondary board (Kerala,** |  |  |
|  |  |  |  | **India)** |  |  |
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|  | **10th** |  |  |  | **Kerala State Higher secondary board (Kerala-** |  |  |
|  |  |  |  | **India)** |  |  |
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**CAREER OBJECTIVE**

**Looking to become part of a growing and productive team within a reputed company that will allow me to both utilize and grow skills as a Cargo Agent. Ready to go the distance using talents to bring value to team management through solid communication interpersonal skill and strong knowledge of freight and cargo practices.**

**Job Description**

**Expedite and route movement of incoming and outgoing cargo and freight shipments in airline, train, and trucking terminals, and shipping docks. Take orders from customers and arrange pickup of freight and cargo for delivery to loading platform. Prepare and examine bills of lading to determine shipping charges and tariffs.**

**WORK EXPERIENCE**

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| **COMPANY** | **:** | **Atlas Logistics PVT LTD** |
| **PERIOD** | **:** | **15th Dec 2017 – 15th Dec 2018** |
| **DESIGNATION** | **:** | **Cargo Executive** |
| **RESPONSIBILTIES** |  |  |

 **Customer coordination and airline booking.**

 **Make correspondence and communicated with shippers and airlines, and coordinate the activities**

 **Shipping bills filling & customs clearance**

 **Prepare all type of export documentation and authority certification**

**Uploading airway bills details to company online software and generating report & invoices**

**Prepare cargo sales report statements for day by day Follow up and updating of shipment.**

**SOFTWARE PROFICIENCY**

**Good documentation skills with MS Office**

**PERSONAL DATA**



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|  |  | **Nationality** |  | **Indian** |  |  |  |
|  |  | **Languages** |  | **English, Malayalam** |  |
|  |  | **Gender****Marital Status** |  | **Male** |  |  |
|  |  |  | **Single****Playing Football, Travel** |  |  |  |
|  |  | **Hobbies** |  |  |  |
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