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| **VAISHNAV** |
| **E-mail:** [vaishnav-395921@gulfjobseeker.com](mailto:vaishnav-395921@gulfjobseeker.com) |
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**CAREER OBJECTIVE**

A logistics and supply chain management professional looking to obtain a position in a reputed organization that will provide growth, stability and opportunity for advancement. To work in a competitive environment where I can learn new

information’s to sharpen my knowledge and skills and contribute to the company's growth.

**Professional Experience**

# LOGISTICS INTERNATIONAL in Cochin, Kerala

**Operations Executive – Air & Sea Freight Division 2017 APRIL – 2019 MAY**

* Prepare and process import and export documentation according to customs regulations, laws, or procedures.
* Pay, or arrange for payment of, taxes and duties on shipments. Clear goods through customs and to their destinations for clients.
* Calculate duty and tariff payments owed on shipments.
* Request or compile necessary import documentation, such as customs invoices, certificates of origin, and cargo-control documents
* Quote duty and tax rates on goods to be imported, based on federal tariffs and excise taxes.
* Arrange for transportation, warehousing, or product distribution of imported or exported products.
* Provide advice on transportation options, types of carriers, or shipping routes
* Prepare papers for shippers to appeal duty charges.& Suggest best methods of packaging or labelling products

# Shipping & Logistics Administrator training attended

* Training attended for port & customs clearance & forwarding formalities & documentation

## Special Training attended for UAE shipping, Freight Forwarding Procedures and Familiar with E MIRSAL 2 declaration processing.

* Customer coordination, order & delivery follow-up.
* Prepare and follow-up inquires quotations and documents like invoicing, delivery notes.

**Skills Summary**

* Proficient in Logistics and Supply Chain Management
* Good written and verbal communication skills
* Proven interpersonal, organizational skills and analytical thinking

**Academic Qualifications**

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| **Course Name** | **Institution/University** | **Year of Passing** |
| **Diploma in Logistics and Supply Chain Management** | Mithra Institute of Management Studies | 2016 |
| **Bachelor of Commerce** | NJAANA DEEPA VIDHYAPEEDAM(MAHATHMA GANDHI UNIVERSITY) | 2014 |
| **+2** | KERALA STATE BOARD | 2011 |
| **SSLC** | KERALA STATE BOARD | 2009 |

**Software Exposures**

Microsoft Word, excel, PowerPoint, Photoshop

**Languages Known**

Malayalam, English, Hindi, Tamil

**Strengths**

Industrious, Team, effective multi-tasking capability, strong organization skills with attention to details, self-motivated and highly dependable.

**PERSONAL INFORMATION**

Date of birth : 14/12/1993

Nationality : Indian

Marital status : Single

DECLARATION

I hereby declare that all the statements made in this resume are true, complete and correct to the best of my knowledge and belief.

Place: SHARJAH **VAISHNAV**

Date: 26/11/2019