

Chandru Manoharan

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- 8+ years of experience as Document Controller.
- Qualified in BSC Computer Science.
- Wide experience in handling maintenance assignments related to Technical.
- Have excellent knowledge & skills in system analysis concepts.
- Good spoken & written communication and influencing skills.
- Energetic and capable of working with minimal support and a good deal of autonomy.
- Can work under pressure and meet deadlines.
- Flexibility and openness in daily work and ability to adapt quickly and aptly to changing strategies, procedures and methods.
- Preparing method statements.
- Preparing weekly / monthly report.

ROLE AND RESPONSIBILITY

- Developed highly empathetic client relations.
- Answered all calls related to export & import queries and provided complete back up to other customer service representatives when needed.
- Advised customers regarding the existing freight rates and the terms & conditions to ship our containers to various destinations.
- Extended and filed the import & export rates, including cross trade business.
- Developed new customer prospects and referrals.
- Assisted in compiling market reports for all future possible export shipments.
- Administer all Import / export of goods and ensure compliance to all organizational policies and procedures
- Making Import/Export booking and negotiation of prices with the supplier across the assigned area
- Clean and timely negotiation of documents resulting with excellent relations with customers
- Coordinating with the suppliers regarding the Import / Export of goods
- Making all documents relating to Imports / Exports by Sea / Land
- Import documents clearing, making declaration Certificate and online payment through MIRSAL II.
- Coordinating export section, assuring business relationships with foreign customers to consolidate the commercial contracts
- Effective communication to both local and overseas customers

Work Experience

Import Export Document supervisor in GALLEGA GLOBAL LOGISTICS

GHASSAN ABOUD GROUP - DUBAI, AE

September 2013 to August 2021

Universal software solutions, India.

Key Responsibilities as a Import Export Document Supervisor

July 2012 to July 2013

Maintain documentation for projects undertaken by Contracting Division making in use the project numbering

system for easy traceability and proper filing (soft and hard copy).

- Responsible for receiving, circulating, and recording all incoming and outgoing faxes, emails and hand deliveries.

- Ensuring sequential numbering system in each outgoing correspondence.

- Ensuring quality formats being used adequately for correspondences, submittals, transmittals to clients,

consultants, subcontractors and within divisions and departments.

- Prepare and process daily & monthly consumption report.

- Submitting monthly report to Project Operation Manager.

- Maintaining monthly VAT report for the cars and items which are been sold with VAT invoice.

- submitting the soft copies of documents to finance team to recover the VAT amount from FTA.

- Maintain registers of all receipts and issues or submissions of documents and correspondence.

- Prepared and submitted quotations to clients.

- Assisted and collaborated with the Shipping lines and customs.

- Prepared and submitted summary of outstanding balances/ Statement of Accounts and credit invoicing.

- Responsible for flow of documents and the upkeep of the important information for a project or whole organization to a much higher degree of reliability for security, visibility, availability and most important, to provide with a controlled reliable audit trail related to all incoming and outgoing documentation of a project

using the company procedure and systems (manually and/or electronically).

- Handled & Issued Post-dated cheque, cash cheque, daily cash collection & receipt vouchers.

- Checking, studying & issuing workspace, materials.

- Carried out any other tasks as required.

Education

BSc in Computer Science

Sri Kaliswari College

2012