

Pavithran G
No- 957 Murugan kovil ST PTMS
AVADI IAF
Chennai-55.

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EDUCATIONAL QUALIFICATIONS:

- **BBA**
DRBCCC Hindu college, 2019, Chennai - 65%
- **HSC**
Holy Infant Jesus Matriculation Higher Secondary School, 2016, Chennai – 67.5%
- **SSLC**
Holy Infant Jesus Matriculation Higher Secondary School, 2014, Chennai -79.2%

PROFESSIONAL EXPERIENCE:

- **Year of Experience:** 3.8 years (**Serving Notice Period**)
From December 16, 2019
- **Organization Name:** “CMA CGM Global Business Solution India Pvt. Ltd, Chennai”
Role: Senior Documentation Executive

JOB DESCRIPTION:

Import Contributions:

- Working as Senior Executive in CMA CGM GBS INDIA Logistics Company.
- Responsible to handle Import activities and leading Malta, Ireland, Russia, Bulgaria and Ukraine Import Documentation process.
- Main Source in Interaction with Agency people on behalf of GBS INDIA. As a lead to the process, on daily basis team huddles will be conducted.
- Major activities handled Scheduling, Audit Report, Custom Clearance, Custom Declaration, Data Cleaning, Charges, Freight Invoice, Vessel Closure, NOA and Delivery order
- Raising RFI and following up them with partner for incorrect applications
- Training new users and grooming the buddies as experts in the process.
- Responsible for maintaining KPI & SLA for the countries handled.
- Handled More than Five Countries in Import Documentation
- Maintain various reports related to the process.

Export Contributions:

- Implemented Process improvement strategies to improve processes, System and Behavior
- Knows familiar to work in NOVA tool used in export documentation
- An effective planner with a flair for working hard and effectively contributing towards achievement of organizational goals.
- Extensive knowledge of documenting the bill of lading.
- Ability to produce quality result in time.
- Ability to provide excellent Customer service
- Organized individual with ability to multitask and meet strict deadlines

PROFESSIONAL SKILLS:

- MS-Office: Word, Excel & Power Point
- Operating system: Windows
- Known to use LARA and CIRA internal tools used for logistics

ACHEIVEMENTS & EXTRA CURRICULAR ACTIVITIES:

- DO release – was a part of this project which was successfully implemented.
- Have taken the additional responsibility of handling escalations in team.
- Have been a top performer in the team several times and rewarded with GEM award 2 times.

KEY SKILLS:

- Leadership
- Problem Solving
- Management Skills
- Communication

PERSONAL PROFILE:

Name : Pavithran G
Date of Birth : 29/09/1998
Marital Status : Single
Languages : English & Tamil.

DECLARATION:

I hereby declare that the details furnished above are true to the best of my knowledge.

Place:

Date: