

VIGNESHWARAN.K

Kannanenthal

Iyar Banglow

Madurai.

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CAREER OBJECTIVE

With more than 5 years of comprehensive and varied work experience in most departments of the Shipping fields, a highly motivated, creative and versatile professional.

With in-depth experience and focus on container import/export Documentation/Operations I am presently managing Export /Operations being in-charges of documentation along with the additional responsibility of Transshipment

Besides my drive to stay focused and consistently excel, I consider my forte to be my high patience level which enables me to thrive in high stress situations as a department leader and motivate assistant team members.

My career objectives is to further sharpen, learn and grow in my capabilities to head the shipping operations of a renowned and secure global shipping enterprise

Operational/Documentation Executive with 5Yrs of Exp in Freight Forwarding Industries

MAJOR SKILLS & EXPERTISE

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|-------------------------------------|-------------------------------------|----------------------------------|
| ◆ <i>Operations Management</i> | ◆ <i>Documentations</i> | ◆ <i>Shipper coordination</i> |
| ◆ <i>Warehousing</i> | ◆ <i>Overseas Client Management</i> | ◆ <i>Supply chain Management</i> |
| ◆ <i>Corporate Client Servicing</i> | | |
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PROFESSIONAL EXPERIENCE

Stock Holding corporation of india limited	Doc Executive	7 Months(2019)
Agility Logistics Pvt. Ltd,	Doc. Executive/ Operational	6 Year (2012 NOV to 2019)
Source HOV (Madurai)	Doc. Executive :	5 Months (2012)

KEY RESPONSIBILITIES IN CUSTOMER SERVICE AND DOCUMENTATION

- Preparation of HBL (House Bill of Lading) & FCR (Forwarders Cargo Receipt) as per terms
- Preparation of rated BL's as per terms & agreed rates between origin and overseas for Argentina, Brazil & Peru shipments.
- Preparation of filing SI (shipping Instructions) in INTRA, carrier websites and through IBM mainframe- CONTROL.
- Co-ordination with Shipping line (Carrier) for HBL 1st print and debit note (Invoice)
- Co-ordination with overseas team for approvals of both HBL's & MBL's.
- Co-ordination with shippers for approvals of HBL's and MBL for Generated Shipments
- Amending the B/L if any correction require
- Coordinating with Branch to releasing final HBL & FCR copies on time Vsl Sailing
- Tracking documents from counterparts and following up with carriers for arrival details etc.
- Invoicing to the Client with all the Charges incurred
- Sending Pre alert to overseas
- Attending to Customer and shipping line calls for Queries
- Overview of export documentation daily activities in general and meeting certain requirements or following up with worldwide agents on any critical issues.
- Coordinating with operations, Accounts smooth functioning of the business transaction and securing customer satisfaction.
- Assisting Warehousing operations (INWORD and OUTWORD).
- Sending cargo arrival notices to consignees
- Preparation of reports for MRM (Monthly Review Meeting)
- Handled with support of team members, without any complaints from Internal & External stakeholders in absence of Manager.

COMPUTER SKILLS:

Operating Systems : Windows Xp, Windows 7, Windows 8

Web Technologies : Basic knowledge in HTML

- Excellent Knowledge in Computer Application Such As MS-Office.

KEY RESPONSIBILITIES IN OPERATION

- Planning & monitoring the daily port console container
- Ensuring to load all local shipments as per planned vessel.
- Maintaining and updating the laden containers status on daily basis with port and liner
- Taking care of the all the overseas agent queries and updating the transshipment details
- Preparing the BL's for DANGEROUS CARGOS
- Coordinate with Customer Service and sales person to generate more cargoes to form console box.

STRENGTHS

- Fabulous Communication Skills
- Good interpersonal skills
- Excellent Email Etiquette
- Confidence
- Good team player
- Through product knowledge
- Ability to work under pressure
- Organized

QUALIFICATIONS

Academic - **Diploma in Computer Engineering (Sai Ram Polytechnic College)
Madurai**

PERSONAL PROFILE

Father Name : Mr. N.Kanagaraj

Date of Birth : 25-07-1993.

Gender : Male

Marital Status : Married

Nationality : Indian

Language Known : Tamil, English

Permanent Address : 2/981, M.M.S.Colony,
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Mobile : +91 9941056134

DECLARATION

I hereby declare that the information provided are true to the best of my knowledge and belief.

VIGNESHWARAN.K