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| **RESUME**  **C:\Users\AtoZ 2\Downloads\02077.jpg**  **ALAGARSAMY .S**  Mobile no : +919047638689  Email id : [salagarsamy13@gmail.com](mailto:salagarsamy13@gmail.com)  OBJECTIVE  **I WANT TO DO MORE THAN WHAT I POSSIBLY CAN, WITH A MOTTO CAN DO IT!**    BASIC QUALIFICATION  **MBA-2011-2013**  LOGISTICS AND SHIPPING  SKILL SETS  **Academic Area of Interest:**  Documentation,  Freights forwarding, Customs operation  Exim trade,  Shipping & logistics  Warehouse management system(SAP)  **Academic Record :** Postgraduate Percentage secured InstitutionMBA(Logistics& Shipping) 63% VEL’S UniversityChennai **[2011-2013**] Undergraduate Percentage secured Institution **BCA**  **57 %** Yadava College,madurai  **[2008-2011]**  HSC Percentage secured Institution  **2006-2008** **60 %** syed ammal.hr.sec.school  Ramanathapuram  **[State Board**]  SSLC: Percentage secured Institution  **2006** **70%** syed ammal.hr.sec.school  [**State Board**] Ramanathapuram |
| **INTERPERONAL SKILLS**   * Team player. * Capacity for continuous learning. * Attuned to user needs and problem solving. * Ability to effectively organize, supervises, develop and mentor groups of staff.   PERSONAL TRAITS   * Consistency to solve problems effectively even under Pressure. * Self-motivated. * Good team worker. * Grasp quickly.  |  |  | | --- | --- | | professional experience: |  |   **Organization : Gaerish logistics pvt ltd, C**hennai.    **Designation : DOCUMENTATION EXECUTIVE**  **Duration : 02.09.2013 to 17.11.2014**   |  |  | | --- | --- | | roles &responsibility: |  |   **FOR EXPORT** :   * Verifying the customer instructions * Provide airlines rates to customer for export of shipments * Collect documents for exports of shipments * Sent shipment with required documents for customs clearance and manifest the airway bill then documents handover to airlines process. * Co ordinate with transports * Updates airlines schedules to customers * Update vessels schedules to customers for sea exports * Customs clearance for exports shipments at CFS and port and airport * Customs clearance for exports and imports   **FOR IMPORT**   * Collect required documents for import shipments from any country to india * Collect shipments information’s from origin to service provider through mail communications * Make CAN (cargo arrival notice) informed through customer * Prepare duty checklist and sent to approval customer * Customs clearance delivered cargo and arrange transportation. * Verifying the customer instructions * Problem solving * Customs clearance for import   **Organization : CEVA FREIGHT INDIA PVT LTD , C**hennai.    **Designation : WAREHOUSE- TEAM LEADER**  **Duration : 21.11.2014 to TILL**  **Summary of Skills:**   * knowledge of warehouse work procedures * Ability to handle shipping and receiving of goods and materials * Good coordination and organizational skills * Skilled in prioritizing tasks and handling warehouse team * SAP knowledge and Warehouse Documentation   **Work Experience:**  **Warehouse Team Leader.**   * Responsible for Receiving the goods and dispatching to all distributors. * Responsible for STO/Purchase order creation and invoicing the bills, through SAP * Ensuring the Warehouse Stock and keeping statutory registers * Ensuring the trucks availability as per goods dispatch plan. * Ensuring the FIFO for all products, Knowledge in Stock keeping. * Proper documenting processes. * Verify Document then prepare invoice and ASN, Transport online Permit. * Verify Export Document Prepare Customs Documentation and Release the cargo * Instruct and guide stock handlers in storing materials and finished goods * Inspect incoming and outgoing goods for visible damage and other defects * Verify incoming materials according to the orders and sign acknowledgment * Train the team in safety and practices * Ensure warehouse is fully ventilated and clean all the time * Ensure warehouse equipment are safe to operate with regular maintenance * Coordinated the loading and unloading team * Completed and maintained paperwork required for inbound and outbound materials * Kept attendance records for the team for payroll process * Kept the warehouse area safe , clean and organized through regular inspection * Material planning, Indenting, Ordering, Receiving, and Issuing the materials from store * Despatch material from warehouse to others destination point  |  |  | | --- | --- | | internship details: |  |   I have completed my internship at **karaikal port Pvt. Ltd.,** karaikal, for the duration of three months. From 01.01.2012 TO 31.03.2012   |  |  | | --- | --- | | project details: |  |   **Topic : Turn Around Time of Container Vessels, in Chennai Port Trust.**  **Objectives:** The objective of this project Study the Overall turn Around Time of Vessels. Identity container vessels turnaround time. Find out ratio of pre sailing Time in turnaround time.  **Suggestion:** I have given some suggestion for reduce or maintaining Minimum, Turnaround time of the container vessels.  PERSONAL INFORMATION  Father’ Name : SANTHAVALIYAN.U  Sex : MALE  Date of Birth : 04.05.1990  Age : 27  Marital Status : Married  Languages : English, Tamil  Nationality : Indian  Religion : Hindu  Address : No 1/89,North street, malangudi,  Mallal ( post )  Ramanathapuram(dist)  Tamilnadu, India.623533    DECLATARION  I declare that the details furnished in this resume are true to the best of my knowledge. Place: ALAGARSAMY S Date : |