

Dmitry Serdechnev
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OBJECTIVE: **Logistics Coordinator**

HIGHLIGHTS:

- 10+ years of experience in International Logistics industry and International Trade
- Proficient in all stages of import-export freight operations and services required for transportation of goods via air/sea freight, ground, international, domestic and trans-border
- Sound knowledge of North American and international import-export policies, regulations and procedures
- Detailed and investigative approach to problem resolutions and ability to make rational decisions in non-standard situations
- Professionally structured language, positive attitudes and business etiquette at all times
- Outstanding client service skills and relationship building abilities
- Able to multitask and prioritize, handle well pressure and work well alone or as a part of a team
- Advanced knowledge of various computer software and packages including MS Office, Windows XP/7/8/ AS400.

EXPERIENCE:

Export Coordinator
AMERI-CONNECT FREIGHT SERVICES INC
2013- 2016

- Arranged and coordinated transportation of goods for export from Canada by ocean and air
- Organized and monitored delivery of cross trade shipments worldwide
- Followed operations policies, procedures, standards, and ensured compliance with transport regulations
- Negotiated with carriers for best rates and services
- Received Ocean and Air bookings, issued all transport/ shipping documentation for the exporting of shipments including Bills of Ladings, Letters of Instructions, B13, Insurance Certificates, coordinated DG packaging and labeling, made settings for reefer containers
- Issued invoices to customers, arranged for payment of transportation
- Provided value added service to existing and potential customers by means of the best possible logistic solutions and cost efficient routings
- Organized customers files and information
- Monitored and updated shipment status

Seafreight Export Coordinator
KUEHNE+NAGEL Ltd
2011-2013

- Coordinated, planned, organized, monitored transportation of goods from Canada and USA to international destinations by ocean
- Requested and received Ocean bookings, issued all transport documentation for the exporting of shipments
- Arranged for payment of transportation, storage, and other related charges
- Answered customer inquiries and assisted clients in planning of transit times and routes
- Daily communicated with overseas offices, Seafreight carriers and customers
- Developed and managed shipping procedures, documentation flow, organized customers files and information

Ocean Export Coordinator
INTEGRAL TRANSPORTATION NETWORKS (ITN), Mississauga, ON
2008- 2011

- Arranged collection and transportation of goods for export by ocean
- Determined method of transportation / shipping and prepared Bills of Lading, Invoices and other shipping documents
- Arranged containers P&D, rail billings, CN reservations
- Sent pre-alerts to the agents worldwide
- Maintained extensive communications with company agents worldwide
- Issued invoices to customers and agents on a monthly basis
- Handled VIP customer's accounts

EDUCATION:

- 2011 Course, CFFA Professional Education Certificate Program in freight forwarding, Mississauga, ON
- 1999 B. Sc., Electronic Engineering
Moscow Power Technical University, Moscow, Russia

LANGUAGES: English, Russian

REFERENCES Available upon request