

PROJECT
SUPERVISOR
DEUGRO

Name : Jasmeet Gujral
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Phone no : 289 752 4222 / 647 297 6412
Position : Looking for strong position in Logistics/supply chain management where I can enhance my skills
Strength : Excellent communication, dedicated customer service, problem solving
Enthusiastic and result driven, Strong persuasive abilities, Self-motivating,
Passion to achieve success

EMPLOYMENT DETAILS

Sr. Co-ordinator looking after Thales Canada account for Bollore Logistics, since Oct 2016 till present

- Implant at customer's office 3 days a week
- Establish strong relationship with customer to retain and grow new businesses
- Dedicated to one major global customer , handling of imports, exports for air, ocean and cross trade shipments
- Currently working on two major projects for Santiago and Qatar project with drop shipments from Europe, Far East, Middle East, North America, South America
- Provide resolution to any dispute or dissatisfaction issue with clients
- Prepare timely and useful reports as per project requirement within timelines
- Booking of cargo and negotiation of Ad Hoc rates with carriers
- Complete execution of shipment from pick up till delivery
- Conformity verification of all documentation at time of shipment preparation to avoid any delays and storage charges
- Read, monitor and respond promptly to all incoming communications (clients and other business partners-Domestic and Overseas) in order to properly manage and control daily operational issues
- Tracking and tracing of shipments to final destination
- Timely and accurate billing of shipments
- Solving in a diligent and business efficient manner customer complaints and implement measures to prevent their frequency and recurrence
- Solving of internal and operation problems in a diligent and business efficient manner in order to prevent service deficiencies and/or customer's dissatisfaction

Ocean Exports Coordinator, Panalpina, since July 2015 till Oct 2016

- Communicate effectively with carriers, origin and destination locations regarding shipment status, special handling and delivery processes.
- Ensure current buying/selling rates are set up for all export shipments handled by the Branch before making necessary bookings.
- Understands customers requirement and work with them for the benefit of the company
- Timely follow up with customers for feedback and new business opportunities
- Ensure accuracy and completeness of export documentation – review and verify documentation and obtain any missing export documentation (power of attorney, commercial invoice, packing list, export licenses, SLIs, routed transaction letters, etc.)
- Sending pre alerts to overseas office, complete the file and do billing
- Assist with the drafting of Standard Operating Procedures (SOP). Upon management approval of SOPs, ensure that each specific account SOP is in place and followed.

- Proactively notify customers of any delays regarding export of their cargo. Reports customer complaints escalate shipping problems to management and take initiative to resolve the issue.
- Handle special shipments involving dangerous goods, reefer containers, oversized cargo and breakbulk cargo.

Project Coordinator, Pan projects Canada, since Feb 2010 to July 2015

- Coordination of project cargo through EPC, Suppliers, Consignees and overseas offices
- Supervision of the movement of large equipment
- Proactively coordinating projects and acting as central point of contact for the project team including buyers, expeditors, logistics, customers and other project coordinators.
- Actively managing project contracts and shipments to ensure projects are delivered within time & budget
- Creating, writing and coordinating professional, accurate and timely reports
- Preparation of quotes for any type of mode of transportation, Import, Export, Air, Ocean, Trans border, LTL, FTL, Over dimensional, Heavy Lift. (Domestic and International)
- Review job costing, payables and invoices billed and approval of invoices.
- Visit to project accounts and clients as required
- Work directly with carriers on a daily basis to track and book shipments, ensuring that shipments move in a correct and timely manner.
- Work closely with customers ensuring total compliance of customer requirements.
- Pre-alerting all overseas offices.
- Negotiating freight rates with lines for various destinations.

Project handled as below

- JPMC project, Ambatovy project, RTB Bor project, Hamad project - all for SNC Lavalin Inc
- Mauritania project for Kinross Gold customer
- Saipem project for Saipem customer
- Pueblo Viejo Mine project located in Dominican Republic
- Pretivm project deals with Gold Mines

Employment History

Worked with **Pratyancha Resources Pvt Ltd**, as an Admin Assistant from 2008 - 2009

The job entails:

- Handling day to day administrative services
- Attending all the customer queries
- Responsible for providing detailed information on present inventory
- Office Coordination
- Assisting Vice President in calendar management, fixing up of appointments
- Taking care of his travel and organizes his meetings and schedules
- Attending all the customer queries
- Responsible for handling office in the absence of Vice President

Worked with **Geodis Overseas Pvt Ltd** in Document Clerk from 2007 - 2008

The job entails:

- Pre-alerting all overseas offices.
- Updating shipment information into computer program
- Filing, faxing, copying billing information for files
- Cleaning up filing space for new files and arrange for archiving of old files

- Send out invoices to clients (emails, etc.)
- Forward documents which are attached to invoices and sent out to customer
- Contact vendors to secure details of shipment and update the cash flow.
- Receive vendor's documents and check for discrepancy against shipping release issued by client.
- Liaise with client's expediting department for any discrepancies between release and vendors preliminary documents.
- Ensure notice of intent is submitted to concerned service providers for any noted damages to cargo.
- Send shipping pre-alert to destination office.
- Ensure that payable invoices are accurately identified and forwarded on time.
- Assure that file contains all necessary document copies in proper sequence.
- Communicate with Manager for any requirements discrepancies and/or exceptions found in freight instructions/documents

EDUCATION

Masters of Arts	1996 - 1998	Delhi University
Bachelors of Arts	1993 - 1996	Delhi University
Diploma in Computers	1998 – 1999	ITC Delhi

Ciffa Certification in Essentials of Freight Forwarding

Ciffa Certification in International Transportation and Trade Programme

Ciffa Certification in Ocean DGR course

Advanced Certification in CIFFA