

Harmin Vira

EXPEDITORS
OCEAN EXPORTS
ENGLISH TOUGH?

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HIGHLIGHTS OF QUALIFICATIONS

- Post-Graduation Diploma in Logistics and Supply Chain Management.
- Four years of experience in providing top-notch Operations and Customer Service in the field of Supply Chain Management and Logistics.
- Experienced team player, great communication skills, and enjoy being collaborative.
- Achieved Best Performer Award in Maersk Logistics (Damco).

EDUCATION

Logistics and Supply Chain Management

Ontario College Graduate Certificate

Sept 2017 - Apr 2018

Fanshawe College, London ON

- Studied Operations Management, Transportation, and Logistics, Inventory and Distribution Management, International Law and subjects related to Supply Chain Management.

Bachelor of Financial Markets

Oct 2009 - Apr 2012

Mumbai University, India

- Studied Corporate Governance, CRM, Global Capital Markets, Portfolio Management and major subjects related to Commerce and Trade.

TECHNICAL AND OTHER SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, Outlook and Access.
- Strategic thinking and ability to work effectively in fast-paced environment.
- Possess Analytical and Problem-solving skills.
- Adaptability to work efficiently in changing environment.
- Great communicator; fluent in English, Hindi, and Gujarati.
- Excellent organizational and project management skills.

PROFESSIONAL EXPERIENCE

Logistics Coordinator

Golden Freight Forwarding, Canada

May 2018-Present

Job Profile:

- Client Coordination for Export shipments.
- Customs filing and shipping documentation.
- Booking and trucking coordination.
- Customer service and inside sales support.

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PROFESSIONAL EXPERIENCE, continued

Move Manager for Relocations
JVK Pacific Ltd (JVK International), India

Jan 2016 - Aug 2017

Job Profile:

- Coordinated all Air and Sea shipments as required, liaising with agents, shippers, JVK International offices.
- Price negotiation with carriers, rate filing and quoting the customers.
- Inventory management and shipment planning through ERP system.
- Responsible for creating work orders and coordinated with third party vendors.
- Ensured all shipments were handled efficiently and professionally with Relocation Coordinators for Pacific and Africa locations.
- Managed JVK Papua New Guinea(PNG) operations with FIDI Quality standards.
- Supervised and handled shipments for remote locations in Pacific region.

Senior Operations Executive for Project Freight Forwarding
BDP International-Mumbai, India

Aug 2014 - May 2015

Job Profile:

- Managed Project and General cargo coordination for Export and Import shipments.
- Freight negotiation and container booking for Over Dimensional Cargo and General cargo.
- Pricing and transportation coordination through scheduling with drivers based on client and geographical needs for cost efficiency.
- Responsible for container stuffing instructions and adherence to shipping requirements.
- Shipping instructions to carriers, ISF and AMS filing for US shipments, shipment pre-alert, document dispatch and BL release.

Logistics Coordinator-Supply Chain Management
Damco-Mumbai, India

Feb 2013 - Aug 2014

Job Profile:

- Managed logistics co-ordination for Air and Sea shipments.
 - Vendor management and coordinated with shippers for bookings and volume forecast.
 - Implemented new clients as per Standard Operating Procedure.
 - Coordinated with Container Freight Station (CFS) team for cargo stuffing plans.
 - Responsible for carrier requirements and Port gate timelines.
 - Shipping Instructions to the carrier and updating clients on shipment status.
 - Shipping documentation, ISF/AMS filing.
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