

VIDHYA G

24th July, 1976

ASSISTANT MANAGER

Contact

+91 - 8939095920



akshuvidhu@gmail.com



Chennai



Resume Objective

To attain the peak of success with my hard work and potential in shortest possible time. To yield better work prospective to the organization, and a competitive working environment to my subordinates with full encouragement and whole-hearted participation. Attain the potential to hold the strategic and paramount position of a company.

Professional Experience

ASSISTANT MANAGER DOCUMENTATION (Sea Imports)

Nippon Express India Private Limited, Chennai.

(Shipping Clearing & Forwarding)/Chennai / Present – 17th May 2021

- Will do different mode of filing like Home-consumption, EOU Bills.
- To check the customer documents with seaway bill and at the same time get the freight invoice & manifest from the liner & file bill of entry.
- Also would Send Daily & Monthly Status Reports to customers & clarify the customer in case of any Queries)

OPERATION MANAGER Documentation & Operations - (Sea Exports)

Kelsea Line India Pvt. Ltd. / Chennai / 2020 – 2021 April

After confirmation from the enquiry department, to book CRO in the required liner website.

After customer stuffing done, would get VGM, Form 13, EDI, Shipping Bill & Shipping Instruction (draft B/L) and file form 13, VGM & and send the filed copy to the customer.

To file draft BL in liner website and get carrier draft B/L & send it to the customer and get approval. Once approval is done after correction we would submit it in the liner website before vessel sailing.

Would Follow up & get invoice and prepare sail invoice and send to the customer for billing and keep track on details and would send report to customer once a week till IPOD.

Education CV

B.A. (CS)

Madras University, Chennai
2000

Higher Secondary

Sri Ahobila math oriental higher
secondary school
1995

Senior Secondary

Rani meyyammai Girls higher
secondary school secondary school
1993

ASSISTANT MANAGER Documentation & Operations - (Sea Exports)
Freight bro Logistics Private Limited / Chennai / 2018 – 2020

After confirmation from the enquiry department, to book CRO in the required liner website.

After customer stuffing done, would get VGM, Form 13, EDI, Shipping Bill & Shipping Instruction (draft B/L) and file form 13, VGM & send the filed copy to the customer.

To file draft BL in liner website and get carrier draft B/L & send it to the customer and get approval. Once approval is done after correction we would submit it in the liner website before vessel sailing.

Would Follow up & get invoice and prepare sail invoice and send to the customer for billing and keep track on details and would send report to customer once a week till POD.

Key Skills

- Team Handling
- Drive for results
- Interpersonal skills, office etiquette and phone manners
- Customer relationship development

OPERATION & SALES MANAGER

Coasta Areas Logistics Private Limited / Chennai / 2017 - 2018

- Follow up CHA outsource
- Had an opportunity to gain knowledge in sales – Meet up with the customer and got bookings for shipment

SENIOR DOCUMENTATION EXECUTIVE (Sea Imports)

Nippon Express India Private Limited, Chennai. (Shipping Clearing & Forwarding)/Chennai / 2010 – 2017

- Will do different mode of filing like Home-consumption, Bonding & De- Bonding, License and Sez-Bills.
- To check the customer documents with seaway bill and at the same time get the freight invoice & manifest from the liner & file bill of entry (same procedure as that of the Air Imports)

SENIOR DOCUMENTATION EXECUTIVE (Air Imports)

Nippon Express India Private Limited, Chennai. (Shipping Clearing & Forwarding)/Chennai / 2008 – 2010

- Had learnt different mode of filing like Home-consumption, Bonding & De-Bonding, License and Sez-Bills.
- To check the Customer documents with the invoice packing list and airway bill and check with airlines regarding the flight arrival schedule and have a parallel check with the manifest and file the bill of entry in case of no queries, in case of queries information is passed to the operation staffs in the sea port along with the details to get it cleared.
- After obtaining the B.E Number - Inform duty to customers & follow-up.
- Also would Send Daily & Monthly Status Reports to customers & clarify the customer in case of any Queries)

DOCUMENTATION EXECUTIVE (Air Imports & Exports)

Sterling Shipping Service Private Limited (Shipping Clearing & Forwarding)/Chennai / 2004 – 2008

- To check the Customer documents with the invoice packing list and airway bill and check with airlines regarding the flight arrival schedule and have a parallel check with the manifest and file the bill of entry.

Signature

Truthfully,

Vidhya G

(Digital Sign)