

R Hamsalekha
Mob.No : +91 9945962045
Email : hamsaraj.dcse@gmail.com
Skype: Hamsalekha Rajendiran

Summary	To build a long-term career in a position that offers opportunities for career growth, and I am resourceful, ability to take responsibility, flexible, able to adapt to changing priorities and maintain a positive attitude.
Work Experience	<p>Import Operation Executive Egate Shipping and Logistics – Mangalore, India. 01 Jun 2017 - Present</p> <ul style="list-style-type: none">• Performed scheduling and coordinating the bookings with oversea agent.• Provided the customer and shipment details to agent for preparing draft documents and ensuring the documents are proper and getting approval from customers.• Tracking the shipments enroute to their destination ensuring any problems that may arise are resolved so as to avoid delays.• Dealing with Telephone queries – Inbound and outbound calls regarding the shipments.• Dealing with Overseas agent, shipping line and airlines.• Customer invoice management and maintaining customer database.• Maintaining customers account receivables and following for the over due receivables. <p>Junior Programmer Vinayak Infotech – Chennai, India. June -2013 – October 2015</p> <ul style="list-style-type: none">• I have 18 months of work experience in PHP technology and HTML5 responsive design• We have designing the layouts and UI while achieving customer/ User Friendliness
Skills	<ul style="list-style-type: none">• Proficient with MS Word, Excel, and PowerPoint• Self Motivator• Ability to take responsibility• Quick Understanding• Good at team work• Adaptability

Education	MBA Shipping and Logistics (2017)	VELS University – Chennai	CGPA 7.75
	BSC Information Technology (2015)	Annamalai University – Chennai	60%
	Diploma – Computer Engineering (2013)	Dr.Dharmambal Govt Polytechnic College for Women’s – Chennai	88%
	SSLC	BS Matriculation Higher Secondary School – Chennai	82%
Personal Details	Father Name	: P Rajendiran	
	Martial Status	: Single	
	D.O.B	: 31 October 1994	
	Nationality	: Indian	
	Languages Known	: Tamil and English	
	Address	: No.220, Samantham Nagar, Kundrathur, Chennai- 600069.	

Declaration :

I declare that the above mentioned information is correct up to my knowledge and
I bear the responsibility for the correctness of the above mentioned particulars.

Station : Chennai

Date :

(R Hamsalekha)