

# RESUME

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## **OBJECTIVE:**

Seeking a position to utilize my skills and abilities in the Organization that offers professional growth while being efficient and economically, innovative and flexible and hence contribute to the growth of the Company I work for.

## **EDUCATION:**

Name of the course	Name of the Institution	Board of Examinations	Year of Passing	Result
B.E ELECTRICAL & ELECTRONICS ENGINEERING	Mohamed sathak a.j college of engineering	Anna university	2015	6.99 (CGPA)
12 <sup>th</sup>	St.Peter's. hr sec school	H S C	2011	73
10 <sup>th</sup>	St.Peter's. hr sec school	S S L C	2009	86

## **Professional Experience:**

### **OVERALL EXPERIENCE:**

- Worked in UASC (United Arab Shipping Company) as **CUSTOMER SERVICE ASSOCIATE** from June 2016 to September 2017.

## **Roles & Responsibilities:**

### **UNITED ARAB SHIPPING COMPANY PVT LTD: Bookings / Import & Export Documentation**

- Worked for UAE booking and Documentation migration and also successfully migrated within the time frame of SSC.
- Processing EDI and manual bookings and Draft BLs with in TAT.
- Liaise with several desks to get an approval for special cargo/equipment as per customer's request.
- Good hands in handling Export Documentation:- Preparing BL Drafts/Pre and Post manifest closure Amendment/Invoices/Manifest closure.
- Communicating with direct customers and front office colleagues through Email channel.
- Facilitate shipment status update to customers through Monitoring Movements from POL to POD
- Good hands in handling Import Documentation:- Discharge list planning, Import Documentation, Invoice, Customs Filing, Arrival notice.
- Training and Orientation for New Comers on Shipping and Documentation.
- Good knowledge in Preparing SOP.

## **SKILL SET:**

### **TECHNICAL SKILLS:**

- Electrical CADD
- MS Office.

## **PERSONAL DETAILS:**

**Date of birth** : 30<sup>th</sup> august 1993

**Father's name** : G.Munusamy

**Nationality** : Indian

**Languages Known:** English, Tamil

## **DECLARATION:**

I hereby declare that the above information provided is true to my knowledge and my belief.

**PLACE:** Chennai

**DATE:**

**M.VENKATESAN**