

Shanmugam S



NO.4/6 Annai Indira Nagar, Nethaji Street, Moolachatiram,
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PROFESSIONAL SUMMARY

- Ensure an Import & Export plan is in place for each project
- Perform any other logistic & administrative activities according to their needs and growth of the Department
- Meet with the Import/Export Manager to discuss import & export issues
- Provides appropriate recommendations and alerts
- Experience in utilizing various portals for processing international shipments
- Skills to deal with multiple tasks simultaneously
- Proven ability to pay attention to detail, in addition to strong analytical and problem-solving skills
- Manage multiple tasks and priorities in a fast-paced work environment



TECHNICAL SKILLS

- OPERATING SYSTEM
WINDOWS XP,08,10
- MS WORD ,EXCEL

LINGUISTIC PROFICIENCY

- ENGLISH
- TAMIL
- TELUGU

HOBBIES

- CRICKET
- VOLLEY BALL

WORDS THAT DESCRIBE ME

- ADAPTABLE
- EFFICIENT
- ENERGETIC
- LOYAL
- OPTIMISTIC



EMPLOYMENT HISTORY

- **Export Co-Ordinator LEAAP INDIA INTERNATIONAL PVT LTD. CHENNAI, TAMILNADU**

DESCRIPTION:

- Nov. 2020 – Present
- Export Documentation , CHA , Customer Co-ordinator
- **Senior Executive, M+R LOGISTICS INDIA PVT LTD. CHENNAI, TAMILNADU**

DESCRIPTION:

- 2018 – 2020
- Submitting SI / Job & HBL draft / Shipper Invoice / Payment Advice / Customer & Overseas Co-ordination/ DSR / MBL & HBL release / ISF & EDI Filing / Pre alert / OSDN & CN.
- **Executive, M+R LOGISTICS INDIA PVT LTD. CHENNAI, TAMILNADU**

DESCRIPTION:

- 2016–2017
- Import (NTPC PROJECT)**
- Document Screening / Custom Clearance Follow up / Transportation Follow up/ Way Bill Release / Customer Service / Release Invoice / Payment Follow up/ DSR / Cargo De-stuff Follow up / Empty container return without Detention & Demurrage.
- **Executive, CBG LOGISTICS INDIA PVT LTD. CHENNAI, TAMILNADU**

DESCRIPTION:

- 2015–2016
- Import documentation.**
- Import Manifest to co-loader / Payment advice (MANUAL)/Invoicing
- Payment Confirmation/Release DO/ Documentation.

PERSONAL DATA

DOB : 31/07/1991

MARITAL STATUS : MARRIED

SEX : MALE

FATHER'S NAME : J.N.SHANKAR



EDUCATION SUMMARY:

- **BHARATH UNIVERSITY, CHENNAI, TAMIL NADU**
MBA, HR & LOGISTICS, **2015**
- **A.M . JAIN COLLEGE, CHENNAI, TAMIL NADU**
Bachelor of Science, INFORMATION SYSTEM MANAGEMENT, **2013**
- **St.JOSEPH MAT HR SEC SCHOOL, CHENNAI, TAMIL NADU**
HIGHER SECONDARY EDUCATION, **2009**



ACHIEVEMENTS

- **Best Selling-Nesting Award** holder in NTL Call Taxi Pvt Ltd in the year 2013.
- **Best Man Power Crew** in Vijay TV Radio Mirchi Music Awards in the year 2011.



PROJECTS

TITLE	: NTPC Solar Power COMPANY
NAME	: GREENKO GROUP
PROJECT PERIOD	: 25th JAN to 30th MAY 2017.
SERVICE	: Import Customs Clearance & Transportation.
TOTAL CONTAINERS	: 3000+



EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENT

- Montfort Sports Academy **State level Tournament 4th place** Volleyball 2005.
- Successful Participant in National Level Workshop on **Role of SEBI in Financial Education & Investment.**
- Handled NTPC project 4000 + 40 containers without **Detention & Demurrage.**

DECLARATION

I declare that the information and facts stated herein above are true and correct to the best of my knowledge and belief.

PLACE: Chennai

DATE:

(SHANMUGAM .S)

