

SUMATHIRA .P

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CAREER OBJECTIVE

To be a part of the challenging team which strives for the growth of the organization through the path of success that tries to enhance solutions with my creativity and hard work.

Professional EXPERIENCE

Documentation shipping Export Executive at CMACGM GBS INDIA, Chennai.
Since 7th June 2018.

Now Promoted as a SR. Documentation Executive in CMACGM GBS INDIA,
Chennai.

ROLES & responsibilities**Export Documentation**

- Shipments are created using the details which were provided by customers & mandatory to follow country regulation.
- If any details are missed by customers, we must communicate with them and complete the shipments.
- Update the Shipper, Consignee & Notify details, and Goods types, packing details, Currency code details & documents details.
- Depending upon the customer needs to update the charges for the shipments.
- If any new update was provided by a customer that maintained the update tracker and cascaded it with team members via conducting a meeting or mail.
- Handling mailbox efficiently to complete the shipments on time and doing all report activities.

CMA CGM profession roles

- Listening to customer requirements and presenting appropriately to make customer satisfaction
- Maintaining and developing relationships with agency to get and do the work clearly
- Creating the Bill of lading after checking with POD standards.
- Communicate with agency and customer to get missing details to complete the shipment
- Filing the cargo details to customs with exact details of commodity types, weight, etc.
- Handling agency mails, customer mails and import mails to complete shipments with filing requirement.
- Any rejection at filing stage, we check and resolve the error or issue to get the shipment to file at ENS/AMS/AMR/ACI/CCAM filings
- Conducting team meetings to circulate new updates from agency and educate the user to work efficiently
- Handling the VIP customers' bills and communication of the shipment as per procedure.

EDUCATION QUALIFICATION

- 2008 - ARASUNAGAR MATRICULATION HIGHER SECONDARY SCHOOL, ARIYALUR with an average of 76%.
- 2010 - ARASUNAGAR MATRICULATION HIGHER SECONDARY SCHOOL, ARIYALUR with an average of 73.36%.
- 2014 - JJ COLLEGE OF ENGINEERING COLLEGE with an average of 68%
DISCIPLINE - B.E IN ELECTRONICS AND INSTRUMENTATION ENGINEERING.

REASON FOR CARREER GAP

- **Due to orthopedical imperfection (bone fractures) I undergone a medical treatment for 2 years.**

PERSONAL STRENGTHS

- Ambitious, hardworking, energetic, and well-disciplined
- Able to meet deadlines and handle responsibilities
- Positive thinking, self-motivated and flexible

TECHNICAL SKILLS

- Sound Knowledge of Ms-Word, Excel, and PowerPoint
- Well experienced in Using internet
- Able to learn new software applications

PERSONAL DETAILS

Date of Birth : 23-09-1991
Gender : Female
Father name : P.Palanisamy
Mother tongue : Tamil
Nationality : Indian
Marital Status : SINGLE
Languages : English,Tamil (Speak,Read & Write)

DECLARATION

I hereby 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.

PLACE:
DATE:

Yours truly

(P.SUMATHIRA)