

## **RESUME**



### **ALAGARSAMY .S**

Mobile no : +919047638689

Email id : [salagarsamy13@gmail.com](mailto:salagarsamy13@gmail.com)

### **OBJECTIVE**

**I WANT TO DO MORE THAN WHAT I POSSIBLY CAN, WITH A MOTTO CAN DO IT!**

### **BASIC QUALIFICATION**

#### **MBA-2011-2013**

LOGISTICS AND SHIPPING

### **SKILL SETS**

#### **Academic Area of Interest:**

Documentation,  
Freights forwarding, Customs operation  
Exim trade,  
Shipping & logistics  
Warehouse management system(SAP)

### **Academic Record :**

**Postgraduate**  
**MBA(Logistics& Shipping)**

**Percentage secured**  
**63%**

**Institution**  
**VEL'S University**  
**Chennai**

**[2011-2013]**

**Undergraduate**  
**BCA**

**Percentage secured**

**57 %**

**Institution**

Yadava College, madurai

**[2008-2011]**

**HSC**  
**2006-2008**

**Percentage secured**  
**60 %**

**Institution**  
syed ammal.hr.sec.school  
Ramanathapuram

**[State Board]**

**SSLC:**  
**2006**

**Percentage secured**  
**70%**

**Institution**  
syed ammal.hr.sec.school  
Ramanathapuram

**[State Board]**

## INTERPERSONAL SKILLS

- Team player.
- Capacity for continuous learning.
- Attuned to user needs and problem solving.
- Ability to effectively organize, supervises, develop and mentor groups of staff.

## PERSONAL TRAITS

- Consistency to solve problems effectively even under Pressure.
- Self-motivated.
- Good team worker.
- Grasp quickly.

## PROFESSIONAL EXPERIENCE:

**Organization : Gaerish logistics pvt ltd, Chennai.**

**Designation : DOCUMENTATION EXECUTIVE**

**Duration : 02.09.2013 to 17.11.2014**

## ROLES & RESPONSIBILITY:

### **FOR EXPORT :**

- Verifying the customer instructions
- Provide airlines rates to customer for export of shipments
- Collect documents for exports of shipments
- Sent shipment with required documents for customs clearance and manifest the airway bill then documents handover to airlines process.
- Co ordinate with transports
- Updates airlines schedules to customers
- Update vessels schedules to customers for sea exports
- Customs clearance for exports shipments at CFS and port and airport
- Customs clearance for exports and imports

### **FOR IMPORT**

- Collect required documents for import shipments from any country to india
- Collect shipments information's from origin to service provider through mail communications
- Make CAN (cargo arrival notice) informed through customer

- Prepare duty checklist and sent to approval customer
- Customs clearance delivered cargo and arrange transportation.
- Verifying the customer instructions
- Problem solving
- Customs clearance for import

**Organization : CEVA FREIGHT INDIA PVT LTD , Chennai.**

**Designation : WAREHOUSE- TEAM LEADER**

**Duration : 21.11.2014 to TILL**

**Summary of Skills:**

- knowledge of warehouse work procedures
- Ability to handle shipping and receiving of goods and materials
- Good coordination and organizational skills
- Skilled in prioritizing tasks and handling warehouse team
- SAP knowledge and Warehouse Documentation

**Work Experience:**

**Warehouse Team Leader.**

- Responsible for Receiving the goods and dispatching to all distributors.
- Responsible for STO/Purchase order creation and invoicing the bills, through SAP
- Ensuring the Warehouse Stock and keeping statutory registers
- Ensuring the trucks availability as per goods dispatch plan.
- Ensuring the FIFO for all products, Knowledge in Stock keeping.
- Proper documenting processes.
- Verify Document then prepare invoice and ASN, Transport online Permit.
- Verify Export Document Prepare Customs Documentation and Release the cargo
- Instruct and guide stock handlers in storing materials and finished goods
- Inspect incoming and outgoing goods for visible damage and other defects
- Verify incoming materials according to the orders and sign acknowledgment
- Train the team in safety and practices
- Ensure warehouse is fully ventilated and clean all the time
- Ensure warehouse equipment are safe to operate with regular maintenance

- Coordinated the loading and unloading team
- Completed and maintained paperwork required for inbound and outbound materials
- Kept attendance records for the team for payroll process
- Kept the warehouse area safe , clean and organized through regular inspection
- Material planning, Indenting, Ordering, Receiving, and Issuing the materials from store
- Despatch material from warehouse to others destination point

#### INTERNSHIP DETAILS:

I have completed my internship at **karaikal port Pvt. Ltd.**, karaikal, for the duration of three months. From 01.01.2012 TO 31.03.2012

#### PROJECT DETAILS:

**Topic : Turn Around Time of Container Vessels, in Chennai Port Trust.**

**Objectives:** The objective of this project Study the Overall turn Around Time of Vessels. Identity container vessels turnaround time. Find out ratio of pre sailing Time in turnaround time.

**Suggestion:** I have given some suggestion for reduce or maintaining Minimum, Turnaround time of the container vessels.

#### PERSONAL INFORMATION

Father' Name	:	SANTHAVALIYAN.U
Sex	:	MALE
Date of Birth	:	04.05.1990
Age	:	27
Marital Status	:	Married
Languages	:	English, Tamil
Nationality	:	Indian
Religion	:	Hindu
Address	:	No 1/89,North street, malangudi, Mallal ( post ) Ramanathapuram(dist) Tamilnadu, India.623533

#### DECLATARIION

I declare that the details furnished in this resume are true to the best of my knowledge.

**Place:**

**ALAGARSAMY S**

**Date :**