



CONTACT

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🌐 <https://www.linkedin.com/in/samirchowdhury726249/>

EDUCATION

2015 - 2017

INDEPENDENT UNIVERSITY,
BANGLADESH

- Master of Business Management

2011 - 2015

INDEPENDENT UNIVERSITY,
BANGLADESH

- Bachelor of Business Administration

2010- 2011

CHITTAGONG COLLEGIATE
SCHOOL

- BUSINESS STUDIES

2008- 2009

CHITTAGONG COLLEGIATE
SCHOOL

- BUSINESS STUDIES

SAMIR SAKIR CHOWDHURY

EXECUTIVE, OCEAN FREIGHT

PROFILE

International trade supervisor with 7 years of experience as ocean freight forwarder documentation & customer service operator in some international logistics & freight forwarding companies.

I consider myself as a responsible person, proactive, highly organized and with problem solving abilities. My accuracy and attention to detail helped me to get the management of some of the key customers accounts on my previous & ongoing job companies.

WORK EXPERIENCE

● SEAGOLD PRIVATE LIMITED.

DOCUMENTATION EXECUTIVE

OCTOBER,2021 -PRESENT

- Performing documentation tasks, handling full set of documents, and follow up, billing on Sea shipments.
- Ensuring accurate and timely production of relevant export documentation and declarations(HB/L, MBL, manifest, pre-alerts), customs declaration, Trade-net operations and billings.
- Perform general shipping functions including system data entries.
- Timely follow up/coordinate global FCL/ LCL interchange shipment/communicate shipment information with stakeholders subcontractors, shipping lines, shipping agents, freight forwarders, customers and overseas offices.
- Correspond and follow up on emails.
- Declaration and monitoring of bookings. prepare surrender letter of MBL.
- Identify issues and provide resolutions; escalate to Department Manager when required.
- Handle complaints and dispute from customers and/or shipping lines.
- Perform ad-hoc duties/tasks as assigned by the Company.
- Ensure timely manifest to carrier.
- Ensure AMS/ACI/ISF are filed within the stipulated timeline.
- Troubleshoot operational issues .

● ZENOV BPO

SENIOR ASSOCIATE , BREAK BULK

APRIL 2021 -SEPTEMBER 2021

- Receive pre-alerts/routing orders/bookings from customers/Damco network and sales
- Ensure on line Bill Of entries are processed on time
- Resolve issues regarding cargo shortage/ damage/ claims.
- Daily Task report update.
- Documentation.
- Information update in the system.
- Communicate with buyer, broker, Airline regarding shipment related issue.

PROFESSIONAL COURSE

BANGLADESH INSTITUTE OF MANAGEMENT STUDIS (BIMS)

- PGDHRM
- RESULT-PASSES

SKILLS

- Accuracy and attention to details
- Ability to work in a fast-paced
- environment
- Collaboration talent
- Problem-solving abilities
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Positivity
- highly motivated.
- Observation
- Decision making
- Multi-tasking

LANGUAGES

- English (Fluent)
- Bangla (Fluent)
- Hindi
- Urdu

REFERENCE

1. Md. Nizam Uddin Khan

- Vice President & Senior Manager
Export Department, Trade Service
Division, City Bank PLC, Head Office,
Palma Tower, Gulshan-1, Dhaka -
1212

- Mobile: 01507024439,
01732694694

2. Colonel Md. Kutub Uddin Khan

- Instructor CI-A, SINT, Jalalabad
Cantonment Sylhet.
- Mobile: 01769006113,
01727030912

Air Alliance LTD (Authorized by UPS)

EXECUTIVE OCEAN OPERATIONS.

MARCH 20218 - MARCH 2021

UPS-SCS department

- Coordinate sea export shipment HBL & FCR issue based on
- shippers draft or documents, formalities and billings.
- Arrange sea cargo bookings with carriers, NVOCC, co-loaders
- and agents.
- Troubleshoot operational issues.
- Work closely with internal team to meet client requirements.
- Communicate and resolve client queries.
- Maintenance of customer and supplier price updates.
- Quoting & billing.
- Carrier BL submission through shipping carrier system
- Shipment related system update like- E2K, Order Watch
- ,SmartUV.
- AMS, ISF & ACI submission for USA & Canada shipment.
- Import & Export operations.

SKY LOGISTICS (BD) LTD.

Export Documentation Executive

AUGUST 20217 - MARCH 2018

- Customer service
- Provide solution for their problem
- Give update about their shipment arrival
- Issuing House Bill of Lading (HBL) & Master Bill of Lading (MBL)
- Prepare ISF manually & send to agent for submission.
- Air & Sea import rate sheet update
- Export & Import shipment list update.

EASTERN BANK LIMITED

Internship-General Banking

FEBRUARY 2015 - MAY 2015

- Account Opening
- Arrange documents for Account opening purpose.
- Communicate with customers
- Handle Accounts

Thank you for taking the time to review my application. I truly appreciate your consideration and hope to have the chance to prove through my dedicated work for your company.

Most Sincerely,
Samir Sakir Chowdhury.