

Bhuvaneshwaran Boominathan

M.B.A (Logistics Management)

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Mobile: +91 524965469

Nationality: India

Languages: English, Tamil.



Objective

Highly Motivated and dedicated individual seeking an environment that encourages continuous learning and provide exposure to new ideas, personal and professional growth in the area.

Professional Experience:

- **Worked as Documentation Executive in JSA Forwaarders, Chennai, India.**
(Dec 2023 - Dec 2024)
 - Preparation of all import and export documentation and certifications.
 - Placing booking with shipping line and follow up for container release order.
 - Follow-up with showroom for documents & arrange guarantee cheque if required
 - Following with customer for the payments, advise Accounts Dept. to make invoice on time to get the payment from the customer then after follow up to arrange payment from the clients. Once payment is settled, will inform Accounts Dept. to release the OBL/Seaway Bill. Import Export filing executive
 - Once payment received follow up with Accounts Dept. to send original documents to the customer by DHL. Export Coordinator.
 - Person who works for shipping lines such as MAERSK LINE, CMA CGM, HAPAG LOYD, COSCO, ONE LINE, and HYUNDAI MERCHANT MARINE (HMM). Vessel Tracking Controller.
 - Document handling experience (Commercial Invoices, Packing Lists, Bills of Lading, Certificates of Origin, Vessel Certificates, etc.)

Internship

Aiyer Shipping Agency Private Limited, Chennai, India.

(June 2022 - 24th July 2022)

- Vessel Tracking Controller.
- Document Preparation: The Documentation Executive is responsible for preparing all necessary documentation for import and export shipments.
- Performa and Commercial Invoice Preparation.
- Inventory Control Process.
- Follow up Transportation Exported Goods.

Everest International Xpress Private Limited, Chennai, India.

Air Courier Service (February 2023 – April 2023)

- Preparation House Airway Bill And House Bill, Track The Shipment.
- Record Keeping: Maintaining accurate records of all import and export transaction is vital for compliance and auditing purpose
- Air Cargo Tracking, Airway Bill Preparation.

Skills

- MS Office
- Financial Analysis
- Data Analysis

Education

- **M.B.A, (Logistic Management)**
(July 2018-April 2023)
(Alagappa University – Karaikudi, India)
- **B.B.A, (General)**
(July 2017 - March 2020)
(JJ Arts & Science College, Pudukkottai, India)

Declaration

I, Bhuvaneshwaran, hereby declare that all the information furnished above is true to the best of my knowledge.

Place :

Date :

Bhuvaneshwaran