

BILSA K B

Operations Assistant

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EXPERIENCE

Operations Assistant	09/2024 - Present
Kong Star FZE	Jebel Ali Freezone, Dubai

- Secured necessary ministry approvals for various import/export transactions
- Efficiently handled invoice creation and documentation for International trade & documentation
- Proficient in using the Dubai Trade website, MOFA Application for completing trade-related activities and CID approval process
- Handled export and import procedures ensuring compliance with UAE regulations
- Managed BOE (Bill of Entry) processes for efficient customs clearance
- Prepared and organized all necessary shipping and customs documentation
- Submitted exit and claim requests to UAE Customs in a timely manner
- Applied for MOFA (Ministry of Foreign Affairs) approvals as required
- Coordinated with external companies for smooth logistics operations

Management Trainee	09/2022 - 08/2023
DB Schenker	Bangalore

- Provided comprehensive administrative support to managers, ensuring timely completion of daily tasks and projects
- Coordinated and tracked business imports and exports, maintaining accurate records and reports
- Utilized MS Excel expertise to sort and analyze large datasets, leveraging functions like Lookups and Sum to optimize
- Managed compliance activities using intel logistics compliance tool

EDUCATION

Global masters in Logistics & Supply Chain Management	2023
Global institute of integrated management studies	Kerala, India
Bachelor of Commerce	2021
St joseph's college	Kerala, India

- [autonomous] |
- Cgpa: 8.2/10

SUMMARY

Motivated and detail-oriented Logistics Operations Assistant with 1 year of hands-on experience in import/export procedures, customs documentation, and coordination with logistics partners. Skilled in managing BOE processes, MOFA applications, and ensuring smooth operational flow. Strong communication and organizational skills, with a focus on accuracy and efficiency in fast-paced environments.

KEY ACHIEVEMENTS

◆ UAE Transaction Management

Handled 150+ import/export transactions monthly, ensuring full compliance with UAE regulations.

◆ Invoice Creation Efficiency

Coordinated 100+ invoice creations, optimizing documentation for international trade processes.

◆ Improved Customs Clearance

Reduced customs clearance time by 20% through efficient BOE management and organization.

◆ Enhanced Logistics Coordination

Increased logistics coordination accuracy by 30%, enhancing smooth operations with external companies.

CERTIFICATIONS

Additional Certificates

Microsoft Excel , Microsoft Word
Certified in Tally with GST by National Council of Vocational & Research Training, Govt. of India
Air Cargo Operation
Sea Cargo Operation

LANGUAGES

Hindi	Intermediate	● ● ● ●
English	Advanced	● ● ● ●
Malayalam	Native	● ● ● ●