

BALAJI CHANDRAMOHAN

Logistics and Supply Chain Management Executive

Utilizing my skills towards the enhancement & success of the organization & my career to the optimum level to work as full-time employee.

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 BALAJI CHANDRAMOHAN

 Al Karama, Dubai

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PROFESSIONAL SUMMARY

- Logistics and Supply Chain Executive with hands-on experience in freight forwarding, shipping operations, and global logistics coordination.
- Proven ability to manage both import and export operations, ensuring timely delivery and compliance with international trade regulations.
- Successfully coordinated **Gulf region shipments** via RCL Liners and managed export documentation including Bills of Lading and Certificates of Origin.
- Experienced in working with top shipping lines such as **Maersk, MSC, CMA CGM, RCL, and HMM**.
- Managed supply planning, inventory control, and on-time procurement in coordination with warehouse and procurement teams.
- Experienced in coordinating logistics activities within a manufacturing environment, ensuring timely procurement and inventory replenishment.
- Addressed inventory discrepancies and shipment delays promptly to minimize impact on manufacturing output.
- **Consistently prioritized customer requests**, ensuring timely resolution and maintaining strong client relationships through effective communication and service. Recognized with positive feedback and commendations for exceptional customer coordination and relationship management.
- **Prepared and updated Daily Status Reports (DSR)** to provide clients with real-time vessel status updates, enabling them to plan operations and logistics efficiently.
- **Filed Verified Gross Mass (VGM) in ODEX** to ensure timely generation of Form 13 prior to cut-off deadlines, supporting smooth container gate-in and port operations.

CERTIFICATES

 Certified Cargo wise Professional

 Data Analytical Using Advanced Excel

 Tata Imagination Challenge 2023

EDUCATION

MBA in Supply chain management and Logistics
R.L. Institute of Management Studies
2021-2023
- GPA- 7.0

BBA in Business Administration
Madurai Kamaraj University
2018-2021
- GPA- 6.9

SKILLS

Freight Forwarding Documentation

Supply chain Management Problem Solving

Vendor Management Customer Service

Presentation & Data Analysis

Communication Logistics Management

Familiarity with top-tier shipping lines

MSC

Maersk

HMM

CMA CGM

RCL

PIL

ONE

Hapag

Yang Ming

Work History

Operation Executive

Polkart Logistics (Polyhose Group)

01/2025-04/2025  Chennai, India

- Coordinated with customers and confirmed bookings for Gulf region shipments via RCL Liners, ensuring timely and accurate logistics execution
- Filed shipping instructions and obtained surrender Bills of Lading from RCL, ensuring compliance with documentation and export procedures
- Responded promptly to customer emails, filed Certificates of Origin
- coordinated with CHAs for container details and stuffing plans to ensure smooth shipment operations
- Prepared and provided customer quotations, including **One Quote and Instant Quote**, in response to client requests, ensuring accuracy and timely delivery of pricing information.

Freight Forwarding Executive

TVS supply chain solution global

03/2024-11/2024  Madurai, India

- Coordinating the global freight logistics on a technical platform for cross country export and import operations.
- Sharing arrivals & in transit details for all products on daily basis within agreed timeline
- Managing import and export operations, including documentation, customs clearance, and logistics coordination.
- Liasing with overseas stakeholders for prominent client base. Coordinating with transportation vendors to manage on time delivery of cargo.
- Adapting proactively to address any issues and prevent disruption in the freight forwarding process
- **Managed Eicher's U.S. export shipments**, overseeing customs clearance procedures, and ensuring timely and accurate filing of AMS (Automated Manifest System) and ISF (Importer Security Filing) documentation in compliance with U.S. Customs regulations.

Logistics coordinator

Art Aqua Technologies

07/2023- 02/2024  Tirupur, India

- Coordinated with procurement and warehouse teams to ensure timely replenishment.
- Reduced holding costs through demand forecasting and just-in-time inventory.
- Automated ordering and tracking generating purchase orders based on pre-defined rules and forecast. Real time tracking of inventory levels, locations and costs.
- Coordinated with carriers and vendors for timely document exchange and approvals.
- Implemented digital documentation systems to improve data accuracy and retrieval. Records.
- Collaborated with third-party logistics providers (EXIM) for freight negotiation and carrier management.
- Materials requirements planning (MRP) planning and managing materials based on minimize storage costs.
- Supported audits with complete and organized logistics records.
- Connecting with accounting, sales and production systems for seamless data flow by implementing a well-designed inventory management system, manufacturing companies can improve their operational efficiency, reduce costs, and enhance their overall profitability.h
- Address any issues related to inventory discrepancies, damaged goods, or delays in shipments, ensuring quick resolution to minimize disruption to operation
- Work closely with procurement, sales and finance teams to ensure smooth communication and coordination for inventory and order management.

Air Operation Associate (Capstone Project)

Kuehne Nagel

03/2023- 05/2023  Chennai, India

Key Project: Worked with Air import operation, Familiied with IATA codes and **Incoterms**, expertise in Import Operation activities and customs.

- Co-ordinating with vendors to trans ship cargo in bonded truck
- Issuing Deliver order for import shipments based on CCL instruction & additionally supporting for AOG & Apple shipments during weekends