

Amalraj Ajayan

DOB : 07/03/1999

Gender: Male

Nationality: Indian

Languages Known : Malayalam, Tamil, English.

Gender: Male

Father's Name: Ajayan A.R

Marital status : Single



CONTACT

+91 89078 39329

amalrajajayan644@gmail.com

PERMANENT ADDRESS
Alathil House, St Antony's
church Road, Panangad p.o
6802506, Kochi, India

TEMPORARY ADDRESS
Vijay Shanthi Lotus Pond,
Kelambakkam, Chennai
603103

EDUCATION

● **PROFESSIONAL DIPLOMA IN SHIPPING AND LOGISTICS**
Women Polytechnic College
2021 - 2022

● **BBA**
Bharata Matha College
2018 - 2022

● **HSC**
C.C.P.L.M Anglo Indian School, EKM
2017

CERTIFICATION COURSE

● **CERTIFIED SHIPPING & LOGISTICS PROFESSIONAL**

● **TRANSLATION IN LITERATURE**

TECHNICAL SKILLS

- MS Word
- MS Excel

TECHNICAL SKILLS

- Planning & Organization
- Relationship Building
- Team Build

CAREER OBJECTIVE

I am looking forward to work with reputed organization, where I can utilize my skills to contribute the organization's success as well as to prove myself as asset to the organization.

EXPERIENCE

PROCESS ASSOCIATE

AMASS MIDDLE EAST SHIPPING SERVICES LLC- DUBAI UAE
(8/2023 - CURRENT)

- ☑ Keep track of shipments and update the customers accordingly.
- ☑ Negotiate with agents for ocean freight rate and reduce the cost then quote to client with profit margin.
- ☑ Notifying clients with Invoice and cargo arrival notice prior the vessel arrival at respective port.
- ☑ Maintain of records for ongoing and completed shipments including all documents.
- ☑ Familiar with Dubai Trade to apply DO and NOC.
- ☑ Follow up of pre/post shipments vessel position and will keep consignee/ shipper as updated.
- ☑ Keep record of mail communication between client and agent which related to day-to-day activities of shipments / about critical scenarios.
- ☑ Determine the methods which is beneficiary to both clients and for the company.
- ☑ Preparation of documents like BL draft.
- ☑ Collect all vendor bills and prepare invoice through shipsoft.

Area of Interest

- Shipping
- Logistics
- Documentation

DECLARATION

I hereby confirm that the information furnished above is true to the best of my knowledge and belief.

Date:
Place:

Signature