

# SATHISH KUMAR. S

Sabarmathi Flat No 57, 11<sup>th</sup> cross street New kumaran Nagar Sholinganallur. Chennai-600097 India

Phone No: +91 8610970632 , +91 9677856941

E-Mail: sathishbala214@gmail.com

PASSPORT No: P0549348

## About Me

### Detail Info

#### Birth Date

02/Oct/1995

#### Summary

Export and Import Documentation Executive with extensive experience in managing export shipments, including machinery and metals, for the US and Canada. Proven track record in handling advanced licenses, ensuring error-free BOE filing, and enhancing operational efficiency through electronic document submission. Skilled in ERP systems, SAP MM, inventory management, and customer service. Successfully led teams, negotiated service level agreements with third-party logistics providers, and streamlined supply chain operations. Adept at preparing detailed reports on supply chain performance and implementing cost reduction strategies. Career goal: to leverage expertise in freight forwarding practices to optimize global logistics operations.

---

## Education

### Vel's University, Chennai

2017 - 2019

MBA (Logistics And Supply Chain management) GPA 68%

### Amet University

2013 - 2016

Bachelor Of Business management (Shipping and logistics) GPA 64%

### S.M.S.S Boys Higher Secondray School, Schenkottai

2011 - 2013

12 Grade GPA 52%

---

## Experience

### Mindlake IT Solution Pvt Ltd, Chennai

Dec 2023 - Present

EXPORT DOCUMENTATION EXECUTIVE (US and Canada)

- Managed export shipments of machinery, ferrous and non-ferrous metals, copper, leather with advanced licenses.
- Communicated with clients and liners through calls and emails, achieving BOE filing ahead of shipment arrivals without errors.
- Sent order copy to client along with draft BL as specified in the alert document.
- Update client DSR, WSR, and MSR records.
- Managed software export filing, Invoice processing in ERP system, day-to-day ETA verification, and tracking of export containers in USA and Canada.
- Handled disputes arising from invoice-related inquiries.
- Managed teamwork, leading all assigned responsibilities.
- Verified invoices for freight and customs clearance services against contracted rates, ensuring accuracy in billing.
- Compiled detailed reports on supply chain performance, identifying areas for improvement.

- Managed electronic submission of shipping documents, including bills of lading and certificates of origin, enhancing operational efficiency.
- Implemented a tracking system for shipments, improving visibility and customer satisfaction.
- Fostered strong relationships with external partners, including consignees and agents, to enhance service quality and client satisfaction.
- Prepared and processed export documentation according to customs regulations, facilitating smooth international shipments.
- And I have to coordinate with my team and lead all the above work

## Taamira Shipping India Pvt Ltd, Chennai

Sep 2022 - Nov 2023

### OPERATION EXECUTIVE

- Managed sales calls and daily follow-up, securing new clients.
- Coordinated logistics for various types of shipments including LCL, FCL and air transport.
- Handling Export documentations and prepare (Draft BL / Draft COO / Invoice / Packing list & etc)
- Monitoring inventory level and alert relevant department and track and trace the container movement and update to customer
- Once customers affordable with our pricing quotes
- Ensured timely preparation of documentation for export and import customers.
- Sent documentation for customs clearance team for sea and air operations.
- Executed communication follow-ups between consignee and consignor efficiently.
- Preparing with advance draft BL filing in Export shipment, SB filing with advance license and drawback and Form 13 request
- Prepared comprehensive reports on operational performance, presenting findings to senior management for strategic planning.
- Coordinated international shipments from origin to destination, including customs clearance and delivery scheduling.
- Conducted regular audits of freight invoices and documentation, ensuring accuracy and compliance with contractual terms.
- Negotiated service level agreements with third-party logistics providers, ensuring alignment with business objectives.
- Managed day-to-day export and import bookings of air, road and ocean freight needs, coordinating schedules and documentation to support regulatory requirements.
- Prepared documentation in alignment with customs and insurance requirements.
- Developed and maintained strong relationships with clients, understanding their specific freight forwarding needs.
- Managed comprehensive logistics and forwarding operations, streamlining supply chain efficiency for global clients.
- Prepared detailed reports on freight volumes and service issues.

## Projects

### Project

Feb 2019 - April 2019

Raja Agencies, Thoothukudi,

#### PROJECT

During the training Learned on Role of Freight forwarding in international business

- ◆ Managed fundamental tasks and sales calls.
- ◆ Oversaw tasks related to inventory management, order fulfillment, logistics coordination, and customer support.
- ◆ Implemented risk management strategies to minimize project delays and cost overruns.
- ◆ Fostered a collaborative environment, encouraging innovation and problem-solving among project team members.

#### INTERNSHIP

April-2018

CAVINKAEARE PRIVATE LIMITED, Chennai.

During the internship as a part "Transportation and distribution" time management and Tracking, Check product quality.

Skills

SAP MM, ERP, Time Management, Cost reduction strategies,  
Decision-Making, Inventory management, Customer Service,  
Inventory forecasting, MS Office, Negotiation, INCO terms familiarity,  
Freight forwarding practice.

.....

Certification

SAPMM (Material Management)

.....

Languages

Tamil,English

.....

Declaration

I assure you that the information furnished are true and correct to the best  
of knowledge and believe.

Place:

Date:

.....

