

NARESH ANTHONY

SENIOR LOGISTIC EXECUTIVE



CONTACT

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SKILLS

- Operations
- Accounts Payable
- Microsoft Excel
- Auditing
- Presentation
- Customer Service
- SAP CRM
- Data Quality
- ODOO
- Coordinating

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam
- Marathi



PROFILE

Experienced Logistics Specialist with a strong background in shipping operations, export/import procedures, customs clearance, customer service, and equipment tracking. Skilled in document control, client invoicing, and ERP systems like Odoo. Proven ability to coordinate with cross-functional teams, ensure compliance, and maintain accuracy across all logistics processes. Proficient in Microsoft Excel, SAP CRM, and data management for efficient and timely operations.



WORK EXPERIENCE

DYNAMIC CONTRACTING EQUIPMENT

FEB 2025 - PRESENT

Logistics Document Controller

- Monitor and track daily job requests as per client specifications, ensuring timely coordination and accurate documentation.
- Collect and verify timesheets from multiple project sites via an internal portal, maintaining accuracy for payroll and client billing purposes.
- Prepare and process client invoicing using the Odoo ERP system, ensuring alignment with completed work and approved time records.
- Generate and manage sales quotations within Odoo for new client requests, collaborating with the sales and operations teams to ensure competitive pricing and timely responses.
- Maintain organized records of job orders, delivery notes, and other logistics-related documents to support smooth operations and audit readiness.
- Serve as a key liaison between field operations, accounts, and clients to streamline documentation flow and resolve discrepancies promptly.
- Support logistics planning and document control to align with company standards, improving transparency and workflow efficiency.
- Provide regular reports on job status, billing progress, and outstanding documentation to management

Maersk

JUNE 2021 - JAN 2025

Process Expert

Team: Commercial Team

- Dealing with the Customers with all end-to-end process from export to import.
- Doing customs release and delivering the containers to the customers
- Currently looking after all import shipping process in terms of Customs delivery of the container and also to arrange the delivery of the container as per the vessel scheduled door to door delivery and port releases

EDUCATION

Bachelor of Commerce
Mumbai University
2014

CMA CGM

JUNE 2018 - JULY 2021

Customer Service Executive

Team: Operation (Equipment department)

- Checking the container moves from port of loading to port of discharge.
- Identifying the container move with certain move codes (gate-out or gate-in) whether it's in the port or at terminal and action accordingly.
- Coordinating with agency regarding container queries or RFI as per SOP.
- Tracking the container move of all global countries within deadline.

Hapag Lloyd Global Service

NOV 2015 - MAY 2018

Customer Service Coordinator

Team: Operation (Accounts payable)

- To audit the file which is provided by the area Hamburg) by various vendor with their requirements
- To match the supplier rate with Hapag rate
- Processing invoice via SAP for different vendors from all over the world
- Communicating with people from Europe, North America and Middle East
- Hapag takes services from different vendor such as parking containers, chassis delivery for this services vendor send invoices to Accounts Payable department
- We update the invoices and send it to area for payments to vendor
- Coordinate with customers for any queries with regards to their bill payments and rating
- We do Audit and process the invoice as per the area's requirement
- Handling disputes regarding credit memo and finding the reasons with feedbacks and comments

AWARDS AND RECOGNITION

- Hapag Lloyd - Nominated for star awards
- CMA CGM - Nominated for Star awards