

ABIRAMI S

EXECUTIVE- IMPORT OPERATIONS

 9345291080

 Coimbatore

 abiramis969@gmail.com

 www.reallygreatsite.com

Education

M.com International Business
Sri Krishna Arts And Science
College
2022-2024

**B.sc Interior Designing And
Resource Management.**

Avinashilingam Institute Of Home
Science And Higher Education For
Women

2018-2021

Skills

- Import Operations
- Inco terms
- Documentation
- International freight forwarding
- LCL console box
- Manifest Filing
- International Logistics
- Sea and Air Freight
- Freight Payment
- Back Office Operations
- CRM
- Customer Relationship
- ERP System (CLIMAX)
- MS Office
- Outlook
- Communication
- Problem Solving
- Multi Tasking

Certifications

Course Certification on “AutoCAD
Essential”-2021

Course Certification on “Paradigm
Shift- 2019

Profile

Detail oriented and proactive logistic and freight forwarding professional with experience in shipment coordination and strong problem solving abilities with a customer centric approach to resolving logistics challenges.

Work Experience

MAY
2024
PRESENT

**SKANDA FREIGHT SERVICES GSSC / BACK OFFICE
PARTNER GLOBAL CORP LOGISTICS LLC**

Executive- Import Operations

- Proficient in using CRM to maintain the records of enquiry.
- Managing Nomination shipments (Air & Sea) and Freehand shipments (Sea) ensuring seamless coordination and timely execution.
- Monitoring shipment progress, provided real-time updates to clients, and resolved any issues that arose.
- Answering customer calls and emails addressing inquiries regarding shipment status and documentation.
- Maintaining accurate records of all import activities, including documentation, costs, and timelines.
- Responsible to prepare – cargo arrival notice, invoice, receipt, delivery order and freight certificate.
- Verifying all documentation for international air and ocean freight shipments, ensuring timely and accurate customs clearance.
- Coordinating with shipping agents and carriers to ensure smooth and efficient shipment processes, from booking to delivery.
- Assisting accounts department in clearing outstanding & closing SOA.

Projects/ Internship

2024

Supply Chain Project “**Sustainable Supply Chain Management Practices In Food Industry**”.

2023

SABARI GARMENTS
QUALITY CHECKER- INTERNSHIP

- Supervise in handling of sample evaluation and production approval.
- Assure that the items are safe and fulfil the manufactures specification.

Language

- ENGLISH
- TAMIL