

# CURRICULUM VITAE

## RHODA MELANIE KIM. S

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Chennai- 600011, Tamil Nadu, India.

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### Summary

My objective is to achieve the goals in a reputed firm that sharpens and updates my professional talents in a manner thereby contributing to the organization's growth.

### Job Objective:

Seeking a challenging career in Logistics field backed by 1+ years of experience in Logistics / Coordination area to prove my ability and strive for the growth and prosperity of the organization.

To strive to be perfect, raise and keep versed with development and maintain my professional skills. Intend to build a career with committed and dedicated people, which will help me to explore myself completely and realize my potential. Willing to work as a key player in challenging and creative environment.

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### Executive Summary

- ❑ Experienced in Logistics sector, as Executive specialized in Customer service and Key account management team
  - ❑ Ability to support and sustain a positive work environment that fosters team performance with strong communication and relationship management skills.
  - ❑ Overseeing the logistic functions and negotiating with vendors for cost effective freight service.
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### Key Accounts/ Customer Service/ Operation/ Documentation:

- ❑ 1 Year of cross functional experience in Freight Forwarding Documentation, Operations, customer service.
- ❑ Managing customer service operations & ensuring customer satisfaction by achieving delivery & service quality norms.
- ❑ Providing value added customer services by attending customer queries and issue.

### Organisational Experience:

**HERALD WLS PRIVATE LTD (PRESENT)      MAY, 2024**

#### **Operations - Customer support & Sales Executive:**

- **Key Deliverables:**
- Handling of Sea and Air – Import/Export Shipments.
- Follow-up with Clients periodically in terms of shipments, documentation and shipment follow ups accordingly.
- Co-ordination with shippers, consignees, customs broking team and shipping lines for the export and import of shipments.

- Responsible for following up for all shipments and keeping customers informed on the status of their shipments through Daily status Reports.
  - Handling inquiries and sending the quotation to clients; Co-ordination with the overseas agents and local agents, co-loaders for the rates.
  - Follow-up for Shipment details and documents to reach the customer on time.
  - Obtaining LCL/FCL bookings from customers and sending booking confirmation.
  - Sending Pre-Alerts and CAN. Pre & Post shipment documentation.
  - Coordinating with the agents in overseas and updating the status of shipments.
  - Handling enquiries and price request from customer.
  - Co-ordination with the overseas for the rates negotiation and with the local Co loaders and NVOCC.
  - Preparation of Quotes to clients and co-coordinating with them for their rates approval/follow-up for the nominations.
  - Regular follow up with customers on collections for outstanding payments
- **Worked as Business development executive at KARKINOS HEALTHCARE PRIVATE LIMITED (SEP, 2023-2024)**

#### **Organisational Experience:**

- Providing early care solutions in individual healthcare journey.
- Participating in events and outreach to promote services networking.
- To maintain participate with healthcare professionals for business development.
- To gather feedback and to improve services and identify areas to improve.
- Providing healthcare solutions in digital platform and to maintain documentation of reports.

#### **Academic Qualification:**

- Master of Science in Biotechnology 2022  
*Stella Maris College, Chennai Secured an overall percentile of 75%*
- Bachelor of Science in Biotechnology 2020  
*Stella Maris College, Chennai Secured an overall percentile of 80%*
- Senior Secondary (State Board) 2017  
*St. Mary's Girls Higher Secondary School, Chennai Secured an overall percentile of 75%*
- High School (State Board) 2015  
*C.S.I Bain Matriculation Higher Secondary School, Chennai Secured an overall percentile of 80%*

#### **PUBLICATION, RESEARCH & PROJECT:**

- Biofortification: A long term solution to improve Global health - A Review [31 December, 2022]  
[www.elsevier.com/locate/chemosphere](http://www.elsevier.com/locate/chemosphere).
- Phytoenzyme producing PGPR and its application in drought resistance and antibiotic degradation [2022]

#### **COURSES & CERTIFICATIONS:**

- Cell biology: Mitochondria HarvardX (Online) [APRIL 2023]
- Introduction to Developmental Biology SWAYAM. NPTEL (Online) [AUGUST 2021]
- DNA Decoded McMaster University, Canada (Online) [AUGUST 2021]
- The Science of Stem cells American Museum of Nature, United States (Online) [JUNE 2021]
- Tools of Genetic Engineering Stella Maris College, Chennai [FEBRUARY 2020]

**Personal Details:**

**Date of Birth** : 08.03.2000  
**Sex** : Female  
**Nationality** : Indian  
**Languages Known** : Tamil, English.

**Place: Chennai.**  
**Date:**

**Thank you**  
**(Rhoda Melanie Kim. S)**