





# ABIRAMI S

## EXECUTIVE- IMPORT OPERATIONS

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 Coimbatore

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 [www.reallygreatsite.com](http://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