

Arokearaj Palraj

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Objective:

To be able to work with an organization where I can skillfully demonstrate my pertinent experience for the success of the company as well as my personal career growth.

Summary:

Motivated Operations officer in shipping and logistics filed with 9 years of experience successfully managing customs compliance, inventory control, customer service, and transportation logistics. Excellent problem solving and interpersonal skills. Focused on developing and implementing process controls and quality improvement initiatives that reduce costs and increase company revenue.

HIGHLIGHTS:

- Pricing and Negotiation
- Documentations
- Operations
- Cost reduction
- Strategic Planner
- Rate Negotiations
- Warehouse and Fulfillment
- Logistics Network Analysis
- Team Leadership
- Shipment Consolidations
- Vendor Management

Professional Experience

1. Jet Freight Logistics FZCO (Dubai-UAE) Sept 2019 to till date

Position: Senior Operations Executive (Import/Export)

Roles & Responsibilities:

- Handling LCL/FCL shipments
- Specialized in Consolidation cargo
- Planned, directed, controlled, scheduled, safety compliance tracking and tracing of goods and cargo.
- Monitor the daily operations work Import & Export
- Negotiated with suppliers or customers to improve supply chain efficiency or sustainability.
- Export CNTR Planning.
- Coordinating and arranging freight services from the ship point, to the consignee or intended recipient.
- Manage domestic and international supplier relationships to insure a seamless supply chain is maintained and address any issues related to inbound orders and product quality.
- Coordinated daily delivery schedules based on customer schedules, peak delivery times and alternate routes.

2. Abdul Muhsen Shipping LLC (Dubai – UAE) Sept 2013 to 2019

Position: Operations Assistant (Imports/Exports)

Roles & Responsibilities:

- Co-ordination with Overseas Agent
- Receiving Import Manifests /Pre-alerts from various Load port agents and filing them and uploading in the Dubai trade portal after verification of all the documents.
- Checking with the shipping line for ETA of Vessel and arranging for the collection of NOC.
- Linking Manifest once the NOC is issued and preparing cargo transfer bond for lifting the CNTR from the port facility to our premises.
- Updating costings for the shipments based on the DN/CN provided by the agents.
- Issuing delivery order to consignees and collecting payment by issuing cash & cheque

- receipts.
- Handling Cross trade shipments.
 - Handling Cross-stuffing Jobs.
 - Attending Import enquiries and updating shipment status.
 - Passing transshipment D.O and giving release instructions.
 - Sending shipment reports to load port agents on a weekly and daily basis.
 - Checking for the Vessel details with Shipping Line and taking the CRO (Cargo Release Order)
 - Export CNTR Planning.
 - Coordinate and liaise with suppliers and buyers to ensure smooth cargo operation.
 - Creating shipping documents including Bill of Ladings, Shipping labels, and other vital documents as well as providing weekly reports to management.
 - Export Documentation.
 - Negotiating rates and shipping arrangements with carriers, ensuring that the required profit margins as directed by the company were achieved.
 - Pricing & Quotation.
 - Tracking the status of all the shipments and preparing a report of the same.

3. IBM GPS (INDIA). November 2009 – Aug 2013

Position : Sr. Executive Operations.

Job Profile:

- Verifying the documents and identifying the request and processing it in the desired time frame.
- Financial request processing as per time limit of stock market.
- Processing of Loans & Surrenders as per the request of the Customer and following it till the cheque is sent out.
- Maintaining Record of the database on daily basis

Computer Skillset

OS: MS DOS, Windows 2000 / XP / 2003,

Application: MS Office 98 /XP /2003, MS Word, MS Excel and Outlook

Skills

My combined skills permit me to find the right balance between productivity & functionality in all my projects

Educational Background:

- T.Y BCOM Year 2011
- H.S.C Year 2008
- S.S.C Year 2006

Personal Details

Full Name: Arokearaj Palraj.
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