

ATHULYA A P

LOGISTICS COORDINATOR



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Visa status : **Employment visa** - Date of Birth : **01-09-2000** - Marital status : **Single**

SUMMARY

A determined and enthusiastic individual seeking a challenging role in a progressive organization within logistics, shipping, and supply chain sector. Eager to leverage skills in customer service, trade regulations, sales, marketing, inventory management, and import/export documentation to contribute effectively to organizational success and growth.

KEY SKILLS

Custom Clearance - MIRSAL II	Documentation Management	Transport Coordination
Shipping and flight pre-alerts	Negotiation skills	MS-Office (Word,Excel)
International trade regulations	Shipping And Receiving	Inspection Booking
Customer Service & Coordination	Data Management	Freight Management

PROFESSIONAL EXPERIENCE

SINOTRANS MIDDLE EAST FZE

NOV 2023 - Present

FREIGHT COORDINATOR

- Handle air shipments using systems like Calogi, DAFZA Way, Dubai Trade, and Mirsal2.
- Communicate with customers, suppliers, and transport companies to ensure smooth shipping.
- Schedule appointments using Calogi Software.
- Coordinate with DNATA and Emirates Sky Cargo for air shipments.
- Prepare and process essential shipping documents like invoices and packing lists, following all required regulations.
- Communicate with customers, suppliers, and transport companies to ensure smooth shipping.
- Manage customs clearance for overseas shipments and ensure everything is in order
- Demonstrated proficiency in performing cost analysis for all import shipments, accurately recording and updating consignment data.
- Prepared and processed essential shipping documents, including invoices, packing lists, and
- Worked with shipping lines, agents, and forwarders to arrange shipments and get the best rates.
- Created reports for management review and audits.
- Handled customer complaints and provided solutions.
- Communicated and coordinated with customs authorities, shipping lines/airlines, and warehouse teams.
- Air transit In clearance and Export Declaration and Air Import
- Managed shipments from the origin country to the destination warehouse.
- Arranged trucks for shipment dispatch, coordinated with drivers and the transport department to update delivery status, and resolved any issues.
- Used portals like Zajel for document submissions.
- Processed permits and coordinated with authorities like Dubai Municipality and MOFA, including MOFA attestation for land exports.
- Helped the finance team with invoicing, billing, and expense management.
- Collected delivery orders (DO) and issued no objection certificates (NOC), including preparing authorization letters.

CARGO EXECUTIVE

- Coordinate all activities related to air freight, including quotations, bookings, documentation, data entry, shipment tracking, tracing, and billing.
- Ensure proper documentation is prepared and submitted, including packing lists, commercial invoices, certificates of origin, and airway bills.
- Verify the inclusion of mandatory details such as Seal Number, Number of Packages, Gross Weight, and Container-related Package Information.
- Notify carriers about shipment clearance status and prepare the necessary paperwork for the process.
- Update and correct shipment details in the system to reflect accurate information.
- Schedule shipments, track their progress, and provide timely updates to customers regarding their shipments.
- Verify shipping details against related documents such as piece count, weight, volume, origin, proof of delivery (POD), and destination.
- Issue airway bills, generate invoices for clients and agents, and organize all shipping-related documentation and records in a timely manner.
- Keep detailed logs and records of executed orders, shipments, and changes to ensure seamless operational flow.

EDUCATION

MAHATHMA GANDHI UNIVERSITY, KERALA, INDIA

B.Com (Finance and Tax)

GOVT OF KERALA, INDIA (2016-2018).

Higher Secondary School - Commerce

ADDITIONAL INFORMATION

SOFTWARE KNOWLEDGE

- MS OFFICE
- OUTLOOK
- FLAIR
- TMS
- ERP

Languages

English, Malayalam, Hindi

DECLARATION

I hereby declare that the above-furnished information is true and correct to the best of my knowledge and belief.