



AKHILESH KALLEZHI

SHIPPING & LOGISTICS OPERATIONS SPECIALIST

PROFILE SUMMARY

A self-motivated and hardworking individual with 5 years' experience in the field of Shipping Operations & Airport field in the capacity of Operations and Cargo executive. Able to use own initiative and drive as a team player. Proven leadership Skills including managing and motivating other staff to achieve company objectives. Efficient communication skills at all levels within an organization

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Burdubai, Dubai-UAE



LinkedIn

PERSONAL INFO

Nationality	: Indian
Status	: Single
Gender	: Male
DOB	: 18-03-1996

PASSPORT

No.	: S5278255
Valid Till	: 10-09-2028

VISA

Status	: Visit
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EDUCATION

Diploma In Logistic and Supply chain Management
Govt. of N.C.T New Delhi - 2018

Bachelor Of Computer Application
University of Calicut (2014-2017)

Higher Secondary
Kerala state Board (2012-2014)

Secondary
Kerala state Board - 2012

WORK EXPERIENCE

OPERATION EXECUTIVE -MARINE (2021 May - 2023 Oct)

FALCON INTERNATIONAL SHIPPING AGENCY W.L.L (Doha, Qatar)



- Monitoring & Handling tug boats, cargo barges, construction Barges, Cargo vessels, Break-bulk vessels, livestock vessels, LCT vessel and supply vessels
- Supervise crew handling department for crew changes, Internship transfers, medical attendance
- Co-ordinating with vessel traffic controller and port operation department for the smooth operations
- Finalize disbursement accounts for vessels.
- Ensuring effective liaison with agents and coordinated arrangement of shipments
- Approving bookings for container and freight pick up, and ensure coordination for shipments.
- Taking responsibility for the shipment from its origin country until the shipment is delivered to the Warehouse
- Reviewing and sign off shipping documents while ensuring completeness and accuracy.
- Assisting to prepare Authorization letter and send to forwarder together with shipping documents for clearance of the goods from the port.
- Issuing Delivery Order by sea and air.
- Ensuring compliance with import/export regulations for all equipment and materials.
- Reviewing and approving and following up the documents, processes and controls of freight payment and audit system and ensure all documents, processes and controls are updated.
- Manage archiving of completed shipment files and maintain record keeping.
- Boarding the vessel and coordinating with captain, stevedores and port for smooth operations
- Arranging shore leave passes, port passes for vessels crew's and staffs
- Invoicing and distributing to the customers, through field staff.

CARGO EXECUTIVE-CALICUT INTERNATIONAL AIRPORT (2018-2020)

KSIE (KERALA STATE INDUSTRIAL ENTERPRISES LTD.) (Calicut, Kerala)



- Managed the transport of outgoing and incoming load and cargo shipments from aircraft
- Prepared shipping documentations (B/L and AWB), timely billings and closing of job files
- Confirmed orders with vendors and customers ensuring cargo and freight delivery to loading platforms
- Inspected and prepared examining bills of lading to determine appropriate tariff and shipping charges
- Maintained shelf stocking formulations and audit of transport documents
- Supervised domestic and overseas inbound transportation
- Handled all documentation related to transportation of cargo
- Warehouse Management
- Handling of export cargo and import cargo
- Documentation procedures
- Accountable for materials and goods being transported between terminals and aircraft
- Inspected inventory for identification and travel order conformation
- Prepared documentation for outbound personal property transportation



SKILLS

- *Logistics Operations*
- *Shipping Management*
- *Air cargo Operations*
- *Team Management*
- *Work Flow management*
- *Shipping Documentation*
- *Freight Forwarding*
- *Agent Coordination*
- *Ware house Operations*
- *Ware house CRM*
- *Import management*
- *International client Relations*
- *MS office*

LANGUAGES

- *English Professional*
- *Malayalam -Native*
- *Hindi-Intermediate*
- *Tamil-Basic*
- *Arabic -Basic*

CAREER FOCUS

- *Sr Operation executive - Freight Forwarding*
- *Cargo Team Lead-Operations*
- *Team Lead Operations*
- *Sr. Documentation Executive*
- *Assistant manager-Shiping & logistics Operation*

CARGO EXECUTIVE - TRAINEE (2017-2018)

EVERFAST FREIGHT FORWARDERS PVT LTD (Calicut, Kerala)

- Co-ordination for import and export operations to ensure smooth delivery of shipments within the time line set by clients;
- Maintained accurate data entry for all shipments and compiling of freight rates
- Verifying of vendors invoices pertaining to shipments;
- Received and tracked all shipments
- Maintained records of cargo handled.
- Assisted with the loading and unloading of cargo

REFERENCES

MUHAMMAD INAAM

Operation Manager
FALCON INTERNATIONAL SHIPPING AGENCY W.L.L
Phone: +97455991556

HARI

Assistant General Manager
KSIE (KERALA STATE INDUSTRIAL ENTERPRISES LTD.)
Phone: +91 9495024437

DECLARATION

I here by confirm the specified facts are true to the best of my knowledge.

AKHILESH K