

PRIYANKANATH RANJITH



OPERATIONS EXECUTIVE

CONTACT

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✉️ priya2317@gmail.com

📍 Dubai, UAE

PERSONAL INFO

Date of Birth : March 18, 1987
Gender : Female
Marital Status : Married
Nationality : Indian
Visa Status : Husband Visa

CERTIFICATIONS

- Freight Operations
- Import/Export Handling
- Customs Documentation
- Shipment Scheduling
- Vendor Negotiation
- Cross-Trade Management
- Logistics Planning
- Transport Coordination
- Freight Billing
- Market Rate Analysis
- Client Coordination
- Compliance Management

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PROFILE

Dynamic operations professional with 8+ years of expertise in logistics, and supply chain management. Proficient in coordinating import/export processes, cross-trade shipments, and customs clearance within DAFZA and JAFZA. Skilled in leveraging negotiation tactics, optimizing operational efficiency, and maintaining compliance with international trade regulations. Adept at using technology and fostering client & vendor relationships to achieve business goals.

WORK EXPERIENCE

Senior Operations Executive cum

Sep 2022 - July 2024

Pricing Specialist

Atlantic Ocean Shipping Co. LLC, Dubai

- Liaised with agents to coordinate shipment scheduling processes.
- Negotiated competitive rates with forwarders and transport suppliers.
- Approved bookings and ensured container coordination for shipments.
- Developed logistics strategies to meet delivery deadlines efficiently.
- Monitored shipment statuses & addressed operational disruptions promptly.
- Coordinated with vendors to resolve shipment and logistics issues.
- Secured competitive transport rates for cost-effective supply chains.
- Maintained shipment files and ensured accurate record-keeping practices.
- Established connections with liners, NVOCCs, and airline services.
- Handled import, export, and cross-trade pricing inquiries effectively.
- Managed shipment bookings through main liner online platforms.
- Processed customs documents & ensured on-time submissions consistently.
- Monitored Dubai Trade balances and updated compliance requirements.
- Managed business code renewals and customs ID applications.

Logistics Coordinator & Accounts Assistant

Feb 2015 - Jan 2020

Rasti Lari General Trading LLC, Dubai

- Managed end-to-end logistics operations for global shipments.
- Handled all import/export documentation, ensuring compliance.
- Reviewed freight quotations and prepared POs for approvals.
- Coordinated with shipping lines, transporters, and agents.
- Tracked shipments and communicated updates to stakeholders.
- Drafted and processed bills of lading, invoices, and packing lists.
- Processed customs documentation using Mirsal 2 on Dubai Trade.
- Scheduled and managed inspection processes for container goods.

Administrative Assistant and Sales Support

Aug 2012 - Oct 2013

Caweri Trading LLC, Dubai

- Maintained records and supported daily administrative operations.
- Used Focus Accounting Software to process financial entries.
- Coordinated between clients and internal sales representatives.
- Organized invoices and followed up on payment schedules.
- Ensured timely updates on client inquiries and concerns.
- Prepared sales reports and assisted with account reconciliations.
- Managed communication between vendors and internal departments.
- Maintained office supplies and documentation inventory systematically.

EDUCATION

Bachelor of Technology (B.Tech) in Computer Science

Focus Accounting Software