

# NANDHINI.D

## Senior Associate – Operation DXB

-  nandinisharon@gmail.com
-  8056240425
-  Chennai, India
-  [linkedin.com/in/nandhini-d-sharon-7791a8216](https://linkedin.com/in/nandhini-d-sharon-7791a8216)
-  26-11-2000
-  Single

### SKILLS

- Shipment handling & Tracking
- Operations
- Documentation
- NOC
- Delivery order
- Demurrage & Detention
- Shipping line portal
- Dubai Trade
- Customs Clearance
- Bill Of Entry
- Calogi
- ADM
- Deconsolidation
- Delivery Advise
- Customer coordination
- Cargo Transfer
- Transportation Management
- Billing
- COO
- E-DAS ( MOFAIC )
- Leadership
- Problem Solving & Decision Making
- Data generation
- ERP (Flotilla)

### PROFILE

Skilled freight forwarding executive with hands on experience in the Dubai process, including ocean import documentation, Dubai Trade portal operations, and customs coordination. Looking to join a reputable logistics firm where I can leverage my expertise to improve efficiency and customer experience.

### ORGANISATIONS

#### WIZ LOGTEC FREIGHT LLC – DXB

##### Senior Associate - Ocean Import

2023 – present | Chennai, India

##### Key Responsibilities

- Coordinate with clients to confirm shipping instructions and arrange for clearance documents including NOCs, Delivery Orders, Switch B/L, and Exchange B/L
- Liaise with shipping lines to confirm ETA, vessel details, and bill of lading status; follow up on arrival notices and freight invoices
- Upon receipt of NOC, completed cargo manifestation in Dubai Trade and linked the corresponding MRN to enable D/O issuance
- Process import documentation and manage pre-arrival formalities via the Dubai Trade Portal.
- Track and monitor shipment movement; provide clients with timely updates to ensure delivery commitments are met.
- Schedule inspection and clearance procedures, especially for shipments originating from high regulation countries (e.g., IST).
- Work closely with customs brokers and port authorities to resolve documentation or clearance issues
- Managed documentation for ocean imports including MBL/HBL verification, B/L release, and arrival notices.
- Supported operational teams with data entry, customer follow-ups, and coordinating delivery schedule
- Assisted in applying for inspection, clearance, and cargo handling permits in timely submission for clearance
- Import documentation, tariff codes (HS codes), Free Trade Agreements (e.g., GCC, India-UAE CEPA)
- Resolved operational issues such as customs delays, cargo discrepancies, and claims related to damaged or missing goods to maintain service continuity

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 **LANGUAGES**

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English

Tamil

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 **EDUCATION**

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**MBA LOGISTICS & SUPPLY CHAIN MANAGEMENT**  
**Madras University**  
2022 – 2024 | Chennai, India

**B.COM GENERAL**  
**S.I.V.E.T College Velachery**  
2018 – 2021 | Chennai, India

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 **ADDITIONAL KNOWLEDGE**

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**AIR IMPORT PROCESS**

- Tracking shipments
- Filing Cargo transfer
- Deconsolidation
- Placing Appointment dock Management
- Manifestation handling
- Releasing Delivery advise
- Customs clearance
- Transportation

- Coordinated with carriers and transport service providers to arrange timely pick-up and delivery, ensuring smooth handover of cargo to clients or warehouse.
- Maintained shipment files and ensured compliance with Dubai Customs and port protocols
- Strategy, profitability, compliance with UAE customs regulations (e.g., Dubai Customs, DP World), KPI management
- P&L management, team leadership, GCC logistics expertise.
- Handling Dubai customs, DP world and agent SOA and arranging for payment settlement

**SKYBRIDGE FREIGHT SOLUTIONS, DXB**  
**Operations Executive -Ocean Import**

2022 – 2023 | Chennai, India

**Key Responsibilities.**

- Check shipping instructions and ensure accuracy of import documentation.
- Verified and processed all import documentation; coordinated with shipping lines to confirm vessel ETA, destination port free time, and bill of lading (B/L) status.
- Monitored shipment movement using tracking systems and provided clients with timely updates on cargo status and delivery timelines.
- Follow updated SOPs for various types of cargo (general, DG, reefer, etc.).
- Managed delivery order (D/O) applications and issuances via Dubai Trade portal, including for console and FCL shipments upon vessel arrival.
- Monitor destination port free time, detention, and demurrage deadlines
- Coordinate timely returns of empty containers to avoid penalties
- Work with sales and operations teams to ensure smooth shipment handling and sharing documentation with accounts for billing and invoicing
- Investigated and resolved operational issues such as customs delays, cargo discrepancies, or damage claims to ensure smooth cargo clearance.
- Coordinated with transport carriers to schedule cargo pick-up and final delivery, ensuring timely handover to end clients or warehouse

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 **HONOUR**

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**Performer of the month**  
**WIZ LOGTEC FREIGHT LLC**  
Jun 2024