



LOKESH PRASANTH

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PROFILE

Highly motivated and detail-oriented recent graduate with a strong academic foundation in logistics, shipping, and supply chain management with 1 year of experience in Shipping Operations Management. Skilled in coordinating the Vessel schedules and ensuring timely and accurate reporting for vessel departures, with proven experience in managing the Terminal Departure Reports, daily shipping operations. Completed Bachelor of Business Administration (Logistics and Shipping Management). Seeking a challenging opportunity in a Shipping company.

KEY SKILLS

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|----------------------------------|--------------------------------|
| Shipping Documentation & Reports | Attention to Detail & Accuracy |
| Basic knowledge of Terminal | Communication & Team |
| Logistics & Supply Chain | Problem Solving & Issue |

WORK EXPERIENCE

Junior TDR Desk Executive (January 2024 – September 2024)

SIMA Marine India Pvt Ltd, Cochin, Kerala, India

- Prepared and reviewed Terminal Departure Reports (TDRs), ensuring all data was accurately captured, documented, and approved within required timelines.
- Monitored the distributions of TDRs, ensured accurate and timely distributing the Terminal Departure Report to the partners, Internal Departments and Shipping Agents.
- Verified the correct entry of diverse container types, including 20's, 40's, DI20, DI40, RF20, RF40, OOG20, and OOG40, maintaining meticulous attention to detail.
- Taken additional care for Special container (Flexi, IMCO, Flat Rack, Etc) loading operations, ensuring accurate updates in the system and alert Operations Team for proper handling at destinations.
- Downloaded and reviewed booking summaries from the system, cross-referencing them with the final slot plan to ensure all booking details matched flawlessly.
- Verified all container loading processes aligned with planned stowage, ensuring compliance with operational and safety guidelines.
- Co-ordinated with Vessel planner for regular vessel schedules and for any delays/ Port skips/ Blank Sailing
- Verified that all containers were loaded as per planned stowage, ensuring all containers were properly captured in documentation.
- Involving daily meeting to identify if any bottlenecks, ensuring timely and efficient processes. Continuous learning and enhancing operational performance, focus on reducing delays and improving overall efficiency.

INTERNSHIP

Asian Impex, (Madurai, India)

- Observed export Documentation procedures.
- Gained Observed export Loading/Unloading Operations Processes.
- Knowledge on the flow of Business from order till cargo loading to the destinations.

EDUCATION

Bachelor of Business Administration (Logistics and Shipping Management)

2023

Madurai Kamaraj University | Subbalakshmi Lakshmi Pathy College of Science, Madurai, India

Secondary School

2020

St. Britto Higher Secondary School, Madurai, India

Higher Secondary School

2018

Sri Aurobindo Mira Matric Higher Secondary School, Madurai, India

CERTIFICATIONS

- Typewriting 1st Class in English Lower

ADDITIONAL INFORMATION

- Computer Knowledge: Microsoft Office (Word, Excel, Outlook)

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 28/05/2003
- Marital Status : Unmarried
- Language Known : Tamil, English, Malayalam
- Mobile Number : +91 9876543210

DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.