

# RISHATH RAHMAN . J

## Executive Summary

Detailed-oriented and results-driven Freight Forwarding Professional with over 3 years of experience in Logistics. Expertise in coordinating multimodal transportation, negotiating freight rates, and ensuring compliance with customs regulations. Skilled in documentation management, shipment tracking, and delivering exceptional customer service. Strong problem-solving abilities and deep knowledge of international shipping processes, enabling efficient, cost-effective deliveries. Proven track record of building strong relationships with carriers and clients to drive operational success and enhance customer satisfaction.

## Work History

### OVERSEAS FREIGHT SOLUTIONS as Pricing Executive

Chennai, India.

06/2023 - 12/2024

- Upon request from KSA Clients for consignment.
- Sending rate request to the Overseas Agents.
- Preparing a quote with margin and sending to clients.
- Shipment follow-up till arrival to port/airport.
- Handling cross country shipments.
- Handling escalations, if any during shipments in Transit.

### LINKINDIA as Process Associate

Chennai, India.

12/2022 - 05/2023

- Coordinate the shipment with both overseas agent and consignee (via email).
- Receive cargo and prepare arrival notice (CAN).
- Generating Invoice for customers (using web portal).
- Raising payment request for cargo liners.

### KHEE LOGISTICS INDIA PRIVATE LIMITED as Documentation

Executive

Chennai, India.

02/2022 - 11/2022

- Communicate with the shipper and the overseas counterpart office for daily shipment updates and document consolidation.
- Evaluate commercial invoice and packing list, preparing House Bill of Lading (HBL), Master Bill of Lading (MBL) and pre-alert documents.
- Handle the requirement and document approval process on shipper and counterpart office.
- Handle over 160 shipment activities.

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## Passport & Visa details

- Passport: U3609398 – 26/11/2030
- Visa: 201/2024/11401280070 – 09/03/2025

## Skills

- Microsoft Word
- Microsoft Excel
- Email
- ERP / Cloud (Fresa Gold)

## Education

05/2020

The New College, Madras University  
Chennai, IN  
Bachelor of Computer Application

02/2022

Business School of Logistics and Shipping, Logistics Skill Council  
Chennai, IN  
PG Diploma in Logistics and Shipping

## Languages Known

- Tamil
- English
- Malayalam