



MS . KHAING ZIN HTUN
Shipping and Logistic Coordinator

Contacts

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Managed end-to-end logistics operations, including sourcing, transportation and delivery, for 9 years, consistently ensuring efficiency and cost-effectiveness. Successfully coordinated complex supply chains, optimizing routes and schedules to meet tight deadlines and reduce operational costs. Proven ability to negotiate favorable rates with carriers and vendors, resulting in significant savings for the organization. Expertise in utilizing logistics software and technology to track shipments, manage inventory, and generate performance reports. Consistently exceeded expectations in ensuring timely and accurate delivery of goods, contributing to high levels of customer satisfaction.

Work Experience

GREEN PORT SHIPPING LLC & Operations and Documentation Executive 2024 - Present **ZODIAC SHIPPING LLC**

- Create vessel and upload stowage in the Dubai trade.
- Prepare daily report 7 days before vessel arrive at Jebel Ali port. NOC request to DPW related terminals and apply gate pass for vendors in the PCFC system.
- Arrange crews visa, transportation and hotel accommodation. Create payment voucher in the Dubai Smart travel.
- Send to captain for pre arrival documents to submit in the Trakhees system before vessel arrive to port then pre departure documents also before vessel depart from port.
- Prepare full documents for PRO and DPW for coming vessel.
- NOC payment in the Dubai Trade to each carrier lines. BL information update in the ship logix system.

A.P Moller MAERSK Customer service and Lead Logistics Agent 2021 - 2024

- Coordinate bookings with the ocean team to secure space.
- Monitor and check feeder vessel schedule weekly.
- Verify Purchase Order (PO) status within the PRIMARK System.
- Communicate updates to relevant parties after processing.
- PRIMARK super user for system error handling.
- Analyze event checking reports to ensure compliance with key performance Indicators (KPI).
- Review and verify all necessary documents, forms and Certificate of Origin (CO) for Primark and H & M brands.
- Notify all destination teams to ensure adherence to H and M KPIs.
- Handle to catch H and M timeline and contact all destination teams for duty tax process.
- Create SOP for H and M documents process and PRIMARK error handling.

Sea Gold Logistics Logistics Coordinator 2019- 2021

- Manage sea (FCL, LCL) and air export a nominate and free hand shipments, overseeing the logistics involved.
- Research and obtain competitive rates from airlines and carrier lines
- Check and confirm the appropriate routing for shipments.
- Ensure all necessary shipping documents are accurate and complete.
- Inform destination parties regarding shipments details and pre-alerts full documents.
- Communicated with co-loaders to confirm rates and schedules.
- Oversee the sea, air import shipments contact the oversea agents.
- Check and confirm the appropriate routing for incoming sea and air shipments.
- Ensure all necessary import documents are accurate and complete for custom process.
- Notify consignees about the arrival notice of shipments.

Golden Land Express Logistics customer service executive 2016 - 2019

- Rates finding to all airlines for air export and re-export free hand and nominate shipments.
- Prepare and manage documentation for all air shipments.
- Manage ground operation process and send pre-alert notifications to destinations regarding air export and re-export shipments.
- Contact oversea agent for rate finding and check vessel routing schedule for sea, air import shipments.
- Informed to arrival information to consignee for all free hand and nominate import shipments.
- Prepare full documents for custom clearance process after that arrange trucking to send consignee Warehouse.
- Handle DDU (Delivery Duty Unpaid) and DDP (Delivery Duty Paid) shipments.
- Coordinate with partner agents to ensure compliance for custom process then require documents to their as needed.
- Arrange apply license with partner agents if needed.
- Communicate with trucking vendors to arrange transportation services.
- Ensure follow up timely updates and information flow between vendors and consignee.
- Handle Myawaddy border trade shipments with partner agent for Land -Sea shipments.

Education

- **Yangon Institute of Economics**
2006 - 2008
- **Hlaing Institute of Economics**
2006 - 2008
- **National Management Institute**
2006 - 2008
- **Bridge Training Institutes**
- **UMFCCI Training Institute**

Skills

- Leadership
- Team training
- Communication
- Problem solving
- Performance Management
- Conflict Resolution
- Critical Thinking
- Emotional Intelligence
- Easy to Learn
- Time Management

References

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