

# Vikul Vijay

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Logistics Professional | Shipment Management & Customs Compliance Specialist

## Professional Summary

Logistics professional skilled in end-to-end shipment management, shipping documentation, and customs compliance. Proficient in INCOTERMS, collaborating with cross-functional teams, and optimizing logistics operations. Strong communicator with a focus on customer relations and operational improvements. Ready to contribute to a dynamic logistics team.

## Work Experience

### Clearing & Forwarding Coordinator, Transline Pvt Ltd

Feb 2024 - Oct 2024 | Cochin, India

- Managed end-to-end shipment process, ensuring timely delivery and accurate documentation.
- Coordinated port operations, customs clearance, and freight forwarding in compliance with INCOTERMS.
- Collaborated with cross-functional teams to align schedules and manage customer expectations.
- Ensured accurate document handling, including third-party documents and Letters of Credit, while maintaining shipment tracking.

### Logistics and Customs Compliance Intern, Mithra Maritime & Logistics Services (GCC Back Office)

Oct 2023 - Feb 2024 | Trivandrum, India

- Assisted in the preparation of E-MIRSL 2 declarations and ensured compliance with UAE customs procedures.
- Managed and reviewed shipping documents, verifying accuracy and compliance with international trade regulations.
- Coordinated with cross-functional teams to track shipments, resolve issues, and ensure smooth logistical execution.
- Supported the optimization of resource management and service delivery, identifying areas for improvement in shipping processes.

## Educational Background

### FIATA, International PG Diploma in Logistics, Shipping & Freight Forwarding

FIATA | Indian Institute of Freight Forwarders (IIF) — Jan 2023 - Jan 2024

- Comprehensive training in international trade, customs compliance, transportation, and logistics management, including detailed knowledge of INCOTERMS.

### Bachelor's Degree in Business Administration

University of Kerala — 2019 - 2022

## Certifications

- Certified International Freight Forwarder CIFF (FIATA)
- Certified SAP MM End User
- EXIM Manager (NSDC)

## Skills

### Key Skills

- End-to-End Shipment Process Management
- Freight Forwarding & Incoterms
- Customs Compliance & E-MIRSL 2
- Shipping Documentation (Bills of Lading, Invoices, Letters of Credit)
- Inventory & Shipment Tracking
- Customer Care & Issue Resolution
- Process Optimization & Continuous Improvement

### Tools / Software

- Microsoft Office Suite (Advanced Excel, Word, PowerPoint)
- ERP & Logistics Software (SAP S/4 HANA)
- E - Mirsal 2 Declaration

### Soft Skills

- Excellent Communication & Customer Relations
- Strong Organizational & Multitasking Ability
- Attention to Detail & Deadline Oriented
- Problem-Solving & Critical Thinking

## Languages

- English (Fluent)
- Hindi (Intermediate)
- Malayalam (Native)
- Tamil (Advanced)

## Short Courses / Training

- SAP ERP Procurement (MM)
- Advanced Excel