



CONTACT

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EDUCATION

2015 - 2017

INDEPENDENT UNIVERSITY,
BANGLADESH

- Master of Business Management

2011 - 2015

INDEPENDENT UNIVERSITY,
BANGLADESH

- Bachelor of Business Administration

SKILLS

- Accuracy and attention to details
- Ability to work in a fast-paced environment
- Collaboration talent
- Problem-solving abilities
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Positivity
- highly motivated.
- Observation
- Decision making
- Multi-tasking

SAMIR SAKIR CHOWDHURY

SENIOR EXECUTIVE

PROFILE

International trade supervisor with 7 years of experience as ocean freight forwarder documentation & customer service operator in some international logistics & freight forwarding companies. I consider myself as a responsible person, proactive, highly organized and with problem solving abilities. My accuracy and attention to detail helped me to get the management of some of the key customers accounts on my previous & ongoing job companies.

WORK EXPERIENCE

• SEAGOLD PRIVATE LIMITED.

2021 - PRESENT

DOCUMENTATION EXECUTIVE

- Performing documentation tasks, handling full set of documents, and follow up, billing on Sea shipments.
- Ensuring accurate and timely production of relevant export documentation and declarations(HB/L, MBL, manifest, pre-alerts), customs declaration, Trade-net operations and billings.
- Perform general shipping functions including system data entries.
- Timely follow up/coordinate global FCL/ LCL interchange
- shipment/communicate shipment information with stakeholders subcontractors, shipping lines, shipping agents, freight forwarders, customers and overseas offices.
- Correspond and follow up on emails.
- Declaration and monitoring of bookings. prepare surrender letter of MBL.
- Identify issues and provide resolutions; escalate to Department Manager when required.
- Handle complaints and dispute from customers and/or shipping lines.
- Perform ad-hoc duties/tasks as assigned by the Company.
- Ensure timely manifest to carrier.
- Ensure AMS/ACI/ISF are filed within the stipulated timeline.
- Troubleshoot operational issues .

• ZENOV BPO

2021 - 2021

SENIOR ASSOCIATE , BREAK BULK

- Receive pre-alerts/routing orders/bookings from customers/Damco network and sales
- Ensure on line Bill Of entries are processed on time
- Resolve issues regarding cargo shortage/ damage/ claims.
- Daily Task report update.
- Documentation.
- Information update in the system.
- Communicate with buyer, broker, Airline regarding shipment related issue.

LANGUAGES

- English (Fluent)
- Bangla (Fluent)
- Hindi
- Urdu

REFERENCE

Imam Jafar Sadek
Operation Executive
AGROCOP INTERNATIONAL
PTE LTD
DID: (65) 6817 3927 • O: (65)
6578 7191 • FAX: 6534 1426
10 Anson Road, #32-03
International Plaza, Singapore
079903

Air Alliance LTD (Authorized by UPS)

20218 - 2021

EXECUTIVE OCEAN OPERATIONS. UPS-SCS department

- Coordinate sea export shipment HBL & FCR issue based on shippers draft or documents, formalities and billings.
- Arrange sea cargo bookings with carriers, NVOCC, co-loaders and agents.
- Troubleshoot operational issues.
- Work closely with internal team to meet client requirements.
- Communicate and resolve client queries.
- Maintenance of customer and supplier price updates.
- Quoting & billing.
- Carrier BL submission through shipping carrier system
- Shipment related system update like- E2K, Order Watch ,SmartUV.
- AMS, ISF & ACI submission for USA & Canada shipment.
- Import & Export operations.

SKY LOGISTICS (BD) LTD.

20217 - 2018

Export Documentation Executive

- Customer service
- Provide solution for their problem
- Give update about their shipment arrival
- Issuing House Bill of Lading (HBL) & Master Bill of Lading (MBL)
- Prepare ISF manually & send to agent for submission.
- Air & Sea import rate sheet update
- Export & Import shipment list update.

Thank you for taking the time to review my application. I truly appreciate your consideration and hope to have the chance to prove through my dedicated work for your company.

Most Sincerely,
Samir Sakir Chowdhury.