

# SATHISH KUMAR. S

Sabarmathi Flat No 57, 11<sup>th</sup> cross street New kumaran Nagar Sholinganallur. Chennai-600097 India

Phone No: +91 8610970632 , +91 9677856941

E-Mail: sathishbala214@gmail.com

## About Me

### Detail Info

#### Birth Date

02/Oct/1995

#### Summary

Looking for an exciting and dynamic role to enhance my professional in organized Logistics and Supply Chain industry, having overall 2 years 2 months experience. Passionate about joining an organization that fosters a culture of innovation, Continuous learning, and personal growth trust me with responsibility and challenges.

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## Education

### Vel's University, Chennai

2017 - 2019

Global MBA (Logistics And Supply Chain) GPA 68%

### Amet University

2013 - 2016

Bachelor Of Business management (Shipping and logistics) GPA 64%

### S.M.S.S Boys Higher Secondray School, Schenkottai

2011 - 2013

12 Grade GPA 52%

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## Experience

### Mindlake IT Solution Pvt Ltd, Chennai

Dec 2023 - Present

EXPORT DOCUMENTATION EXECUTIVE (US and Canada)

Handling export shipments of machinery, ferrous and non-ferrous, copper, leather, and with advance licenses and FTAs. (Customer Service) Liaised with clients and liners by calls and mails, achieving BOE filing before shipment arrival and without errors. Order copy sent to client and sent draft BL & per alert document. Updating clients DSR, WSR, and MSR. Filing (software) export, day-to-day ETA checking, export container tracking in the USA and Canada, and invoice processing in ERP. If any invoice query reply raised a follow-up, raise the dispute.

And I have to coordinate with my team and lead all the above work

Taamira Shipping India Pvt Ltd, Chennai

Sep 2022 - Nov 2023

OPERATION EXECUTIVE

Handling sales calls and followup daily and gaining new customers.  
We are handle the LCL,FCL and Air Export & Import shipment.  
Handing Export documentations and prepare (Draft BL / Draft COO /  
Invoice / Packing list & etc). Monitoring inventory level and alert relevant  
department and track and trace the container movement and update to  
customer. Once customers affordable with our pricing quotes. Timely  
preparation of all required documentation for export and import customers.  
To send customs clearance team (Sea and Air).  
For my customers Coordinate and mail follow up with consignee and  
consignor. Preparing with advance draft BL filing in Export shipment, SB  
filing with advance license and drawback and Form 13 request.

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## Projects

### Project

Feb 2019 - April 2019

Raja Agencies, Thoothukudi,

#### PROJECT

During the training Learned on Role of Freight forwarding in international business, Basics and handled sales calls and Planning.

#### INTERNSHIP

April-2018

CAVINKAEARE PRIVATE LIMITED, Chennai.

During the internship as a part " Transportation and distribution" time management and Tracking, Check product quality.

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## Skills

SAP MM, ERP, Time Management, Cost reduction strategies, Decision-Making, Inventory management, Customer Service, Inventory forecasting, MS Office, Negotiation

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## Certification

SAPMM (Material Management)

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## Languages

Tamil,English

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## Declaration

I assure you that the information furnished are true and correct to the best of knowledge and believe.

Place:

Date:

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