

# AWAIS KHAN

## Operations Support - Cargo Readiness Officer

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📍 Navi Mumbai, India

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### Profile

Dedicated logistics professional with extensive experience in cargo operations, shipment tracking, and compliance with international shipping regulations. Skilled in managing end-to-end logistics processes, including cargo readiness, booking management, and documentation, ensuring timely and secure transport of goods. Proficient in preparing essential shipping documents (BL, Airway Bill, DG declarations, MSDS) and coordinating with cross-functional teams to optimize cargo flow and address logistical challenges. Certified in International Air Cargo Management, with expertise in supply chain principles, vendor negotiation, and customs documentation, supporting seamless and compliant logistics operations across air and sea freight.

### Certificates

- ICS2 ( Import Control System 2 )
- Advance Excel
- MS Word
- Power Point
- Basic Mathematics
- Email Writing

### Professional Experience

#### Cargo Readiness Officer - Operation Support, CMA CGM

October 2024 – present | Navi Mumbai, India

- Managed and processed booking requests, ensuring accurate information for equipment availability, transport options, and vessel space allocation, contributing to efficient shipping operations.
- Monitored cargo readiness to ensure timely shipment and compliance with schedules, coordinating with terminals and addressing discrepancies as they arise.
- Prepared and managed essential shipping documents, including loading lists, loading confirmations, Dangerous Goods DG declarations, and Material Safety Data Sheets (MSDS), ensuring adherence to regulatory and safety standards.
- Maintained proactive communication with clients, providing status updates, handling inquiries, and resolving issues to enhance customer satisfaction.
- Collaborated closely with internal teams, including stowage planners and port operations, to ensure seamless operations and address logistical challenges effectively.

#### Cargo Operation Executive,

*Trinity Cargo Services Pvt Ltd*

February 2024 – September 2024 | Mumbai, India

- Manage various aspects of cargo movement, handling, including tracking shipments and flights
- Send daily status reports and handle cargo bookings Skilled in obtaining quotes, calculating CBM, gross weight, volume weight
- Coordinate truck transport to ensure timely deliveries Negotiate with vendors and validate documents Ensure secure document release
- Experience organizing both electronic and hard copy documents for efficient retrieval
- Proficient in preparing key shipping documents such as Bill of Lading BL, Airway Bill AWB, and freight certificates
- Ensure accuracy and compliance with international shipping regulations
- Knowledge of customs documents and how to file Shipping Bill SB & Bill of Entry BOE

## Skills

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- Cargo Operations
- Booking Management
- Shipment Compliance
- Documentation (BL, Airway Bill, DG, MSDS)
- Customs Documentation (Shipping Bill, Bill of Entry)
- Vendor Negotiation
- Advanced Excel, MS Word, PowerPoint
- ICS2 Regulations
- IATA Regulation
- Report Making

## Interests

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MMA, Wrestling, Reading

## Languages

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- English
- Hindi
- Marathi

## Customer Service Executive, *Mumbai International Airport*

January 2023 – February 2024 | Mumbai, India

- Led the customer service team, ensuring smooth operations and efficient passenger
- assistance Managed crowd situations during peak travel times
- Coordinated ticket counter activities and resolved booking issues
- Monitored the immigration staff to ensure swift processing of travelers
- Prepared daily reports for the Duty Terminal Manager, providing updates on operations and recommending improvements
- Maintained a high standard of service throughout the terminal
- Built positive customer rapport through friendly, professional communication

## Education

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### HSC, Commerce, *Tilak Jr. College*

2018 – 2020 | Navi Mumbai, India

### Bachelor of Management Studies, *NCRD Sterling College*

2021 – 2023 | Navi Mumbai, India

### International Air Cargo Management, *IATA Air Cargo, India International Trade Center (IITC)*

2023 – 2024 | Mumbai, India

### Diploma In Supply Chain Management, *Alison*

2024 | Galway, Ireland

### Diploma in International Business & Trade, *Alison*

2024 | Galway, Ireland