

SOUNDARYA SHREE B

EXECUTIVE - IMPORT OPERATIONS

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Coimbatore

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Logistics Skills

- Incoterms
- Documentation
- International freight Forwarding
- LCL console box
- Manifest Filing
- International Logistics
- Import Operations
- Air & Sea Freight
- Freight Payment
- Back Office Operations

Soft Skills

- Communication
- Customer relationship
- Accuracy
- Multi-tasking
- Problem-solving

Technical Skills

- MS Office
- Outlook
- CorelDraw (Basics)
- Tally ERP9
- ERP System (Climax)

Language

- English
- Tamil

April 2024 - Present

Work Experience

**SKANDA FREIGHT SERVICES GSSC / BACK OFFICE PARTNER
GLOBAL CORP LOGISTICS LLC
EXECUTIVE - IMPORT OPERATIONS**

ROLES & RESPONSIBILITIES :

- Manage end-to-end import processes including Nomination, LCL Consolidation and Freehand Shipments (Air & Sea).
- Coordinate with overseas agents, carriers, and local stakeholders to ensure timely delivery.
- Answering customer calls and emails addressing inquiries regarding shipment status and documentation.
- Prepare documentation including cargo arrival notice, invoice, delivery order, receipt, and freight certificate.
- Communicate with customers via email and phone, providing real-time shipment updates and addressing queries.
- Handle DAP, DDU & DDP shipments from pre-alert to final delivery.
- Maintain accurate records for import activities, cost management, and timelines.
- Liaise with accounts for outstanding clearance, SOA reconciliation, and payment requests.
- Ensure timely release of Delivery Orders post client payment confirmation.



Education

2024	M. Com (International Business) <i>Sri Krishna Arts and Science College, Coimbatore</i>	83%
2022	B. Com (Professional Accounting) <i>Sri Krishna Arts and Science College, Coimbatore</i>	80%
2019	HSC <i>Sri Jayendra Saraswathy Vidyalaya Matric Higher Sec School, Coimbatore</i>	79%
2017	SSLC <i>Sri Jayendra Saraswathy Vidyalaya Matric Higher Sec School, Coimbatore</i>	92%



Project Works / Internship

- Supply chain Project "**Implementation of E-Logistics in Supply Chain Operations**" in 2024.
- Marketing Project "**A Study on Consumer's Attitude Awareness and Responsiveness Towards Social Media MArketing with Special Reference to Facebook and Instagram**" in 2022
- Completed Internship at "**Gottacombai Tea Industries**" in 2023.



Ceritification

- Certified in "**Educational Leadership**" with Elite in NPTEL Course.
- Certified in "**Entrepreneurship: Launching an Innovative Business**" in Coursera.
- Certified in "**Introduction to Computer Training**" provided by Spoken tutorial project, IIT Bombay.
- Certified in TallyAce with B grade.