

# ADAM SHAJITH

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Dubai, United Arab Emirates

## OBJECTIVE

Goal oriented, self-motivated individual seeking, To be a successful professional in the field of shipping and logistics management. Accustomed to working with multiple entities to achieve business goals for logistics efficiency, cost containment and contract integrity. Works quickly and maintains focus while providing top-notch customer service.

## EXPERIENCE

### Chennai Port Authority (Jan-Aug 2024)

**Designation:** Customs clearance procedure documentation

- Prepared shipping bills for export/import cargo, ensuring accuracy and compliance with customs regulations.
- Verified shipment details, including cargo description, weight and measurement.
- Coordinated with exporters/importers to gather required documentation.
- Ensured timely submissions of shipping bills of customs authorities.
- Berth allocation coordinated with vessel operators and port authorities to allocate berths for incoming vessels.
- Ensured optimal berth utilization, minimizing vessel waiting time.
- Monitored vessels schedules and adjusted berth allocations accordingly.
- loading & unloading planning coordinated cargo operations, ensuring efficient terminal utilization
- Planned and optimized cargo Stowage, minimizing congestion and reducing vessel turnaround time.
- Monitored cargo documentation, ensuring accuracy and compliance with customs regulations.
- Researched and analyzed existing customs clearance procedures.
- Recommended process improvements and best practices.

## SKILLS

Basic knowledge of documentation, Microsoft Office, Logistics Management, Dubai trade, Strategic Thinking, Problem Solving.

## INTERNSHIP

### SGS Shipping and logistics ,Chennai (Jan-Feb 2023)

Basic knowledge of Export Documentation.

- Process of Break-Bulk.
- Process of Container Shipment

## EDUCATION

### Master of Business Administration (LOGISTICS AND SUPPLY CHAIN MANAGEMENT)

VELS UNIVERSITY (2022-2024)

(Chennai, TN, India) with the CGPA of **7.2**

### Bachelor of Commerce (GENERAL)

BHARATHIDASAN UNIVERSITY (2019-2022)

(Trichy, TN, India) with the CGPA of **7.5**

## AREA OF INTEREST

- Freight Forwarding
- Logistics Management
- Supply Chain Management
- Import and Export Documentation
- Container Stowage

## CERTIFICATION

- Import & Export Documentation and Procedures Certification Program conducted by NEPDS(National Logistics Development Skills) India
- Logistics Management (Great Learning)
- Microsoft Office
- Lean Six Sigma Green Belt By MSME-TDC, Chennai
- Research Methodology-[NPTEL]
- Diploma in Cargo Handling and Stowage Certification on Alison Online course
- Tally ERP 9.0

## PERSONAL DETAILS

- **Name** : J. Adam Shajith
- **Gender** : Male
- **Date of Birth** : 05-06-2001
- **Father's Name** : P. Jaffer Sadik
- **Languages Known** : English ,Tamil
- **Visa Status** : Visit Valid till 4<sup>th</sup> December 2024
- **Passport Number** :Y2593545