

# NARESH ANTHONY

DOB 04/08/1992

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## EXPERIENCE

Customer service coordinator 11/2015 - 05/2018

**Hapag-Lloyd** Location

Team: Operation (Accounts payable) Job responsibilities:

- To audit the file which is provided by the area (Hamburg) by various vendor with their requirements
- To match the supplier rate with Hapag rate
- Processing invoice via SAP for different vendors from all over the world
- Communicating with people from Europe, North America and Middle East
- Hapag takes services from different vendor such as parking containers, chassis delivery for this services vendor send invoices to Accounts Payable department
- We update the invoices and send it to area for payments to vendor
- Coordinate with customers for any queries with regards to their bill payments and rating
- We do Audit and process the invoice as per the area's requirement
- Handling disputes regarding credit memo and finding the reasons with feedbacks and comments

Equipment Tracking executive 06/2018 - 07/2021

**CMA CGM** Location

Team: Operation (Equipment department) Job responsibilities:

- Checking the container moves from port of loading to port of discharge
- Identifying the container move with certain move codes (gate-out or gate-in) whether it's in the port or at terminal and action accordingly
- Coordinating with agency regarding container queries or RFI as per SOP
- Tracking the container move of all global countries within deadline.
- Updating all loading and discharged list in the system and keeping track on the same.

Process Expert 07/2021 - Present

**Maersk global service center** Location

Company Description

- Dealing with the Customers with all end-to-end process from export to import.
- Doing customs release and delivering the containers to the customers
- Currently looking after all import shipping process in terms of Customs delivery of the container and also to arrange the delivery of the container as per the vessel scheduled door to door delivery and port releases
- Handling end to end activities on import side (before vessel arrival to container release) Co-coordinating with inter modal team for booking Truck/Rail deliveries for Store Door bookings. Sending DCCs, Longstanding reminders, Import release orders as per given instructions by customer.

## EDUCATION

B. Com 2010 - 2014

**Mumbai University**

HSC 2008 - 2010

**Bright junior college**

SSC 2008

**S.V.V English medium school**

## SKILLS

Accounts Payable · Customer service ·

Data Quality · SAP · Analytical skills ·

Proactive approach ·

MS-CIT, DTP & Tally 9.0

## LANGUAGES

English Native •••••

Tamil Native •••••

Hindi Native •••••

## MY TIME

- A Traveling
- B Playing Any sports
- C Listening Music
- D Gardening

## SUMMARY

To attain such a position in an organization where I can get maximum knowledge and utilize it to the Full for the benefit of the organization. I believe I have what it takes to be a part of a winning team- Commitment & ambition. I assure you that if given an opportunity to prove my abilities. I will prove my skills to the best.