

# SIVASANKAR MARUTHAIYAN

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To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. Seeking an intermediate position to develop my career in a high level professional environment. A highly organized and hard-working individual looking for a responsible position to gain practical experience. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

## EXPERIENCE

NOVEMBER 2021 – PRESENT

**OPERATION EXECUTIVE**, ADIRAI FREIGHT SERVICES LLC, DUBAI, UNITED ARAB EMIRATES.

- Approve bookings for container and freight pick up, and ensure coordination for shipments.
- Assist to prepare Authorization letter and send to forwarder together with shipping documents for clearance of the goods from the port.
- Prepare full set of Shipping Documentation for ocean import/export shipments (i.e. Bill of Lading, Delivery advise, Packing Lists, Invoices, etc.)
- Issue Delivery Order/NOC by sea and air shipment and Custom Inspection.
- Transit In, Transit Out, Transfer, Import Local from FZ, Export Local from ROW, Cargo Transfer BOE for sea, Cargo Manifest and Local Goods gate pass for delivery shipments.
- Prepare Our Quotation to Customer, Coordinate daily shipping and warehouse activities with service providers.
- Handle container stuffing and unstuffing operations and any necessary cargo/material handling security procedures.

JULY 2020 – JULY 2021

**LOGISTICS ASSISTANT**, JBM AUTO SYSTEM PRIVATE LIMITED, ORAGADAM, CHENNAI, INDIA.

- Monitoring inventory levels to ensure that proper stock levels are maintained.
- Keeping precise records of all commodities going in and out.
- Receiving parts, maintain inventory, and liaising with vendor to transport parts between different locations.
- Prepare the delivery and pick up schedule for logistics team on a daily basis.
- To support day-to-day operations in warehouse, monitor and coordinate deliveries and shipment.

## EDUCATION

MAY 2020

**B.E AERONAUTICAL ENGINEERING**, J.J. COLLEGE OF ENGINEERING AND TECHNOLOGY, TIRUCHIRAPPALLI, TAMILNADU, INDIA.

This course helps to Identify and develop Aerodynamics and gain Aerodynamics knowledge with 65% Marks.

### **MARCH 2016**

**HSC**, KADIR MOHAIDEEN BOYS HIGHER SECONDARY SCHOOL, ADIRAMPATTINAM, THANJAVUR, TAMILNADU, INDIA.

Higher School Certification was finished with 71% Marks.

### **APRIL 2014**

**SSLC**, KADIR MOHAIDEEN BOYS HIGHER SECONDARY SCHOOL, ADIRAMPATTINAM, THANJAVUR, TAMILNADU, INDIA.

Secondary School Leaving Certification was finished with 84% Marks.

## **SKILLS**

- MS OFFICE
- SAP MM
- Shipping and Logistics Operation
- Dubai Trade Documentations
- Customs Coordination
- Custom Inspection
- Documents Control
- Communication Skills
- Freight Forward
- Import and Export Coordination
- Delivery Order / NOC
- Industrial Knowledge
- Sea and Air Freight
- Warehouse Operations
- Customer Services
- Accountability

## **ACTIVITIES**

- **Emerging Technologies in Aerospace Engineering**, conducted Workshop in JJ College of Engineering and Technology in Tiruchirappalli, Tamilnadu.
- **Indian Space Research Organization**, attended Industrial Visit on Vikram Sarabhai Space Centre in Thiruvananthapuram, Kerala
- **Experimental Techniques in Aerospace Engineering**, participated in the Workshop conducted by SASTRA Deemed to be an University in Thanjavur, Tamilnadu.

## **PROJECT PRESENTATION**

- **Computational Analysis of F1A Glider with Low Drag Airfoil** for Change the Airfoil design to implement higher efficient glider performances.

## **PERSONAL TRAITS**

- Time Management
- Leadership
- Critical Thinking
- Willingness to Learn
- Accountability
- Extroversion

## **PERSONAL PROFILE**

- LANGUAGES: Tamil, English (Read, Write and Speak).
- DATE OF BIRTH: 26/07/1999
- NATIONALITY: Indian
- RESIDENCE: United Arab Emirates