



STALIN PHILIP

Career Objective

To attain professional and technical assistance through sincerity and hard work in an organisation that provides career progression

Work Experience

Sept 2022 to Present

Wide Link Shipping Line L.L.C, Al Quasis, Dubai Documentation & Operations Executive

- Preparing Import, Export documentation in E-Mirsal II Customs Declaration system (Dubai Trade)
- Assist with coordinating shipments, including scheduling, tracking and managing and outgoing goods to ensure timely delivery.
- Coordinating with Shipping Lines for taking Vessel Tracking & Delivery orders.
- Preparing Import Bill of Entry for Sharjah port.
- Handling weekly reports on progress of the work
- Maintain ongoing communication with clients.
- Responsible for collecting and preparing the necessary paperwork for various import and export activities
- Preparing Certificate of origin, phytosanitary Certificate and other Shipping Documents.
- Doing MOFA attestation and FIRS for Dubai Municipality

Jan 2021 – Jun 2022

GLOBEWAYS SCM PVT LTD (CHA), Vallarpadam, Kochi

Import/Export Documentation

- Tracking Vessel schedules for Import & Export purpose
- Support & Maintain ongoing documentation of logistics procedures related to daily functions
- Preparing Bill of Lading, Certificate of origin and other Shipping Documents.
- Maintain an effective data management system to track all shipments and deliveries.

May 2019-Dec 2019

CHERUPUSHPA BETHANY SENIOR SECONDARY SCHOOL (CBSE)

Office Assistant

- Updating paperwork, maintaining documents and word processing.
- Performing general office duties.
- Creating, maintaining and entering information in to database.
- Handling incoming calls and other communications.
- Recording information as needed

Nov 2017-Apr 2018

THE FLIGHTS GURU, New Delhi

HR Assistant

- Updating paperwork, maintaining documents and word processing.
- Performing general office duties.
- Creating, maintaining and entering information in to database.
- Handling incoming calls and other communications.
- Recording information as needed

Contact

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Al quasis, Damascus Street,
Dubai

Education

MBA (Human Resources)

Bharathiyar University, Coimbatore

Completed in 2017

B.Sc Computer Science

Kerala University

Completed in 2014

Certification

Logistics & Supply Chain Management

Skill

- Management Skills
- Communication Skills
- Team Player
- Leadership Quality

Linguistic Skills

- English
- Malayalam
- Hindi