



CONTACT ME



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Al Nadha, Dubai, UAE



SKILLS

Freight Forwarding

Logistics Coordination

Import/Export Management

Custom Clearance

Shipment Tracking

Transportation Services

Customer Service

Documentation Preparation

Compliance and Regulations

Delivery Order (DO) Issuance

Cargo Handling

LCL Consolidation

Office Administration

Client Relations

Problem Resolution

SUBRAMANIAN SOUNDARARAJAN

OPERATION EXECUTIVE LOGISTICS

Accomplished operations and administrative professional with over a decade of diverse experience in logistics, freight forwarding, and customer service. Proven expertise in managing daily air and sea shipments, coordinating import/export custom clearances, and arranging transportation services. Skilled in utilizing platforms such as Dubai Trade and Calogi for efficient shipment processing. Adept at handling client inquiries, resolving issues, and maintaining detailed records. Experienced in preparing essential shipping documents, managing office operations, and supporting HR activities. Known for strong organizational skills, attention to detail, and the ability to streamline processes for enhanced efficiency and compliance. Seeking to leverage extensive experience and skills in a dynamic and challenging role within the logistics and administrative sectors.



EXPERIENCE

Apr 2023 – Present

SR. OPERATION EXECUTIVE

AZIMAR SHIPPING LLC -DUBAI, UAE

- Manage daily air and sea shipments, utilizing Dubai Trade and Calogi Online Process for updating and recording shipment details for operational and accounting purposes.
- Handle and coordinate import/export custom clearance, ensuring smooth processing and compliance with regulations.
- Arrange and issue Delivery Orders (DO) and Cargo Arrival Notices (CAN) to customers and third parties, ensuring timely communication and documentation.
- Arrange cargo bookings with carriers, NVOCC, and co-loaders for container placement, optimizing stuffing and utilization of consolidation containers.
- Expertise in handling LCL (Less than Container Load) console and co-load shipments from various regions including India, Europe, and the US.
- Prepare essential shipping documents such as master and house Bill of Lading (BL), coordinating with overseas agents and customers for shipment related documents and amendments.
- Record and maintain buy and sell rates in the system, updating provision costs for each shipment, and issuing debit and credit notes to customers for cargo delivery and DO issuance.
- Lead and coordinate operational handling of LCL transhipments and consolidation at LCL Gateway, liaising with NVOCC consolidators, CFS, regional procurement/shipping lines, trucking companies, and inter-company subsidiaries.
- Plan container usage based on shipment volume, deciding between own console and co-load options to optimize efficiency and cost.
- Perform profit and loss analysis, profit share calculation, and invoicing, providing LCL tariffs for transhipment and ensuring accurate financial records.
- Complete dangerous goods declarations, pre-plan and assign them into each container, ensuring compliance with safety regulations.
- Ensure smooth operational handling of shipments, maintaining systematic processes and effective communication with all stakeholders involved in the logistics chain.
- Addressing customer complaints promptly and implementing corrective action plans as a top priority.
- Collaborating with the accounts department to finalize job closures and document total incurred costs.
- Generating freight invoices and ensuring timely payment follow-ups.
- Identifying team issues comprehensively and delivering ongoing support to all members in alignment with operational norms.



EDUCATION



MBA - FINANCE

Alagappa University, Karaikudi,
Tamilnadu, India
| 2021



DIPLOMA IN MODERN OFFICE PRACTICE -ACCOUNTS

AP Polytechnic College Palani,
Tamilnadu, India
| 2012



COMPUTER SKILLS



Diploma in Office Automation (Tally
ERP 9, MS Office)



Type Writing Higher (Eng.)



QuickBooks Desktops (LinkedIn
Learning)



PERSONAL INFO

Date of Birth : 24/05/1994

Gender : Male

Nationality : Indian

Marital Status : Single

Visa Status : UAE Residency Visa

EID : 784-1994-2169042-3

Validity : 20/06/2025



PASSPORT & LICENSE

Passport No : X8426738

Issue Date : 02/05/2023

Expiry date : 01/05/2033

Place of Issue : Dubai



LANGUAGES

English

Hindi

Malayalam

Tamil

Nov 2021 – Mar 2023

OPERATION EXECUTIVE

ASIAN TIGER SHIPPING LLC-DUBAI, UAE

- Managed freight forwarding activities including SEA, AIR, handling export, import, re-export, cross-stuffing, and cross-trade shipments.
- Coordinated transportation services, ensuring timely and efficient delivery.
- Followed up with clients and completed all necessary paperwork for shipments.
- Prepared exit and entry documents, transit, and VAT returns.
- Utilized Calogi and Dubai Trade platforms to streamline operations and compliance processes.

Jan 2021 – Oct 2021

CARGO AGENT (VALUABLE CARGO – AIR)

TRANSGUARD GROUP LLC-DUBAI, UAE

- Coordinated and managed cargo handling operations, ensuring efficient loading and unloading of shipments.
- Prepared and verified shipping documents, including airway bills, invoices, and customs declarations.
- Liaised with airlines, freight forwarders, and customs officials to facilitate smooth cargo movement.
- Ensured compliance with safety regulations and company policies during cargo handling procedures.
- Monitored and tracked shipments to provide status updates to clients and resolve any issues promptly.

Oct 2019 – Sep 2020

CUSTOMER SERVICE EXECUTIVE

AFC FREIGHT SERVICES, DUBAI, UAE

- Assisted clients with inquiries and provided solutions related to freight services.
- Coordinated with internal teams to ensure timely and accurate processing of shipments.
- Managed customer accounts and maintained detailed records of interactions and transactions.
- Resolved customer complaints and issues promptly to ensure high levels of satisfaction.
- Facilitated communication between customers and logistics teams to streamline service delivery.

Feb 2018 – May 2019

ADMINISTRATIVE EXECUTIVE

PRODAPT SOLUTIONS PVT LTD, CHENNAI, INDIA

May 2016 – Nov 2017

ADMINISTRATIVE COORDINATOR

SRI SIDDHI VINAYAGAR JEWELLERY, DEVAKOTTAI, INDIA

Apr 2014 – Jan 2016

ASSOCIATE CONSULTANT

SUNDARAM BUSINESS SERVICES, CHENNAI, INDIA

Jun 2012 – Sep 2013

APPRENTICE (WAREHOUSE)

ITC LTD, CHENNAI, INDIA

DECLARATION

I do hereby declare that the above-mentioned details are true and correct to the best of my knowledge, Information and belief.

SUBRAMANIAN SOUNDARARAJAN