

# ASWIN RENJITH ANTONY

## KEY ACCOUNT HANDLER

aaswin46@gmail.com

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United Arab Emirates

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+055-5788-456

## SUMMARY

Logistics professional with total 11+ years of expertise in managing air, sea and road freight operations across global trade lanes.

## WORK EXPERIENCE

### **Pentagon Freight Services LLC Dubai** **Key Account Handler-Air Export**

*2023-Present*

- Deal directly with Customers / Sales / Overseas by email for client airfreight shipment held in Warehouse /Yard /consolidated, Direct booking or Client location dealing with all documentation and transportation requirements.
- Coordinate and confirm order status with Airlines, Shippers and agents.
- Communicate and coordinate with internal departments of check in/dispatch, transport, storage and packing, fumigation, insurance, payment at customs
- Responsible for Sending Pre-Alerts to the Customers / Key Account handlers on time by Tracking the shipment till arrival and updating Customer
- Ensuring Exit Certificate follow up for final stamp to close off customs files and ensuring 100% of duty deposits reclaimed. And Submission of Bill of Entry within time to Customs to avoid Penalties
- Arrange insurance for Airfreight when requested.
- Product /Service knowledge
- Online booking process / Documentation Verifications
- Direct communication and arrangements for transportation and daily activities for office and warehouse
- Responsible for the accurate/timely billing of customers
- Work relationships: CS Team / Warehouse and Yard /Transport Airfreight & Internal /Customs Jebel Ali, Dubai Airport / Finance /Airlines and agents /Overseas offices /Key Handlers

### **Key Account Handler-Sea Import**

- Responsible to provide proper documents to Customs team for clearance by making clarity on the time limits for completing and collecting Shipments or Containers to avoid demurrage /Detentions.
- Responsible to confirm the delivery and share the Proof for the same on time
- Coordinate with transporter for delivery keeping customers Instructions /requirements in account with or without the broker.
- Responsible for clearing the accounts of all Carriers /Agents on time and directly coordinate with Finance for payment release
- Responsible for the accurate/timely billing of customers.
- Product /Service knowledge
- Receive documents from CS Team / Key handlers / Customers / Overseas office for confirmation/BL instruction to issue final documents.
- Receive Pre alerts and Documents from CS Team / Key handlers / Customers / Overseas office
- Maintain proper tracking system for each type of shipments - LCL / FCL/ Breakbulk

### **Operations Executive**

*2016-2023*

#### **S.S.C Consolidation L.L.C- Dubai (Agents of Saco & Shipco)**

- Check import documents to determine cargo contents and classify goods into different fee & tariff groups using tariff code system
- Contact concerned departments in order to resolve problem with shipments
- Verifying and keeping records of incoming and outgoing shipments
- Maintaining various files of records both computerized & hardcopy
- Preparation of Bill of Lading -Inspect & count items which were received & check them against invoices ,arrival notice etc
- Notify consignee or final customers regarding arrival of shipment
- Handling petty cash & preparing daily report towards financial department

### **Vessel Operation Executive**

*2013-2015*

#### **Jairam & Sons (Agents of Shipping Corporation of India)**

- Handling vessel at various ports of India and Liaising with the Principal ,Also Liaising for service related to vessel with various authorities.
- Sending disbursement account to client and Crew Matter/Vessel requirements
- Daily reports to various concern
- Timely remitting port related dues to port office and Arranging for customs boarding & sailing formalities
- Timely clearance of vessel at port with all the pre Arrival/sailing formalities
- Sign in & Sign off the crew and Maintaining regular port position
- Coordination of transport from port to the nearest airport
- Preparation of budget to Head Office and Collecting and maintaining various data from ports

## EDUCATION

**VELS University (2011-2013)**  
MBA (Logistics and Shipping)

**M G University (2008-2011)**  
B.Com Taxation

## PASSPORT AND OTHER DETAILS

Passport Number :U0825596  
Date of Expiry:05/09/2030  
Place of Issue: Dubai  
Driving License No:4248197  
Marital Status :Married

## REFERENCES

Available on Request

I hereby declare that the above given information are true to the best of my knowledge.

Aswin Renjith Antony