

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