



MARIA SHAINY MENDONCA

Logistics Coordinator

EXPERIENCE



Logistics Coordinator

DEAL DWC LLC ,UAE / JUNE 2022 - PRESENT

- Proficient in navigating and utilizing various applications such as MOFAIC, Dubai Trade, Calogi, and SkyCargo for facilitating sea and air cargo logistics operations, demonstrating technical proficiency in the field.
- Experienced in the preparation of ZDLM CIP and COO documents for shipment release.
- Collaborated with logistics operators and service providers to streamline shipment handling and dispatching processes, optimizing efficiency and ensuring timely delivery.
- Experience in directing the coordination of routing, clearance, and delivery logistics for both Less than Container Load (LCL) and Full Container Load (FCL) consignments in international import operations.
- Thoroughly examine shipping documents to ensure compliance and facilitate seamless cargo clearance, showcasing attention to detail and adherence to regulations.
- Skilled in understanding and applying Incoterms (International Commercial Terms) for effective international trade operations

SENIOR ANALYST - OPERATIONS



FIDELITY NATIONAL FINANCIAL INDIA , /
MAY 2019 - JANUARY 2022

- Creating documents such as title policies (owner policy, Loan Policy), VA attorney Certificates etc.
- Knowledge in US Mortgages, Deeds and Deed of trusts.
- Receive documents from parties like lenders and borrowers for review.
- Responsible for opening new files, uploading documents into the system.
- Training for new employees and cross-training for existing employees.
- Performs all internal quality checks.
- Provides one-on-one training when needed to improve individual internal quality.
- Organizing weekly reports in Excel and sending them to onshore clients.

Diligent logistics coordinator with a proven track record of optimizing supply chain efficiency. Proficient in coordinating transportation, managing inventory, and ensuring timely delivery. Skilled in communication, problem-solving, and attention to detail to meet organizational objectives



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UNMARRIED

EXPERTISE

- Strong Time Management
- Collaborative Teamwork
- Responsive Customer Service
- Adaptable to Changing Circumstances
- Keen Attention to Detail
- Clear and Concise Communication

EDUCATION

BACHELOR OF COMMERCE

BACHELOR OF COMMERCE

2016 - 2019

LANGUAGE

- ENGLISH
- HINDI
- KANNADA