

Salman M B

Manama

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Certified shipping and logistics professional with over 3 years of experience in shipping lines and freight forwarding, specializing in operations and export-import documentation. Skilled in managing end-to-end logistics for Sea, Air, and Road shipments under various terms. Proven ability to deliver exceptional customer service, ensure regulatory compliance, and coordinate cross-functional operations in fast-paced, deadline-driven logistics environments.

Personal Details

Date of Birth: 1996-11-26

Work Experience

Operations coordinator

Prime line shipping-Hidd

October 2024 to April 2025

- Coordinated end-to-end export and import operations across Sea, Air and Road ensuring timely and cost-effective delivery under various Incoterms (FOB, EXW,DDU,DDP).
- Liaised with freight forwarders, shipping line, airline,customs brokers and internal transport teams to streamline smooth cargo movement.
- Monitored shipment milestones and proactively communicated status updates to clients to maintain service transparency and satisfaction.
- Tracked shipments and provided status updates to clients and internal teams, handled delays or issues proactively.
- Managed full-cycle export and import documentation including commercial invoices, packing lists, bills of lading, airway bills, and customs declarations.

Customer service and documentation executive

Centurion transport solutions Pvt. Ltd.-Male

May 2023 to September 2024

- Delivered logistics support for major clients such as MSC Maldives, MWT Logistics, and Equatorial Line, consistently meeting compliance and delivery standards.
- Prepared and filed import manifests with customs and port authorities, ensuring accuracy and timely submission.
- Coordinated and obtained necessary approvals for in-transit containers, facilitating clearance with customs and port officials.
- Issued Delivery Orders to consignees upon confirmation of payment realization, enabling container release and delivery.
- Resolved client inquiries and operational challenges with agility, enhancing client relationships and repeat business opportunities.

Documentation executive

MSC Agency (India) Pvt. Ltd.-Chennai, Tamil Nadu

March 2021 to May 2023

- Issued Master Bills of Lading (MBL) and ensured compliance with international shipping standards.
- Collaborated with customer service and counter teams for error-free documentation.
- Resolved discrepancies in manifest data and ensured timely BL release.
- Filed Import General Manifest (IGM) with customs and port authorities prior to vessel arrival, ensuring regulatory compliance.
- Prepared Cargo Arrival Notices and generated invoices for local charges payable by consignees for container delivery.
- Issued Delivery Orders after verifying Bills of Lading and confirming clearance of outstanding payments.
- Processed High Sea Sales (HSS) documentation for inclusion in import manifests and customs filings.

Education

Certificate course in Shipping and logistics

Logwiz institute of shipping and logistics - Chennai, Tamil Nadu

February 2021 to March 2021

M.Sc. in Botany

Bharathidasan University - Trichy, TAMIL NADU, IN

June 2017 to April 2019

B.Sc. in Botany

Bharathidasan University - Trichy, TAMIL NADU, IN

June 2014 to April 2017

Skills

- Shipping Line Documentation (3 years)
- Freight forwarding Operations (1 year)
- Export Import Documentation
- Mail handling (4 years)
- Customer service (2 years)
- Microsoft office- Excel, Outlook, Word, PowerPoint (4 years)

Languages

- English - Fluent
- Tamil - Native
- Hindi - Beginner

Additional Information

- Visa status : Valid work visa
- CPR No. : 961151315
- Bahrain Driving Licence (Valid)