

JEENU VARGHEES E *LOGISTICS EXECUTIVE*

✉ jeenuvarghees777@gmail.com

📞 +971562956290

📍 DUBAI



Profile

Dependable logistics professional with 2 years of experience in customs clearance, supply chain management purchase & sales order processing, store management, and warehouse operations. My strengths lie in customs clearance documentation, strategic planning, transportation management, and delivering top-notch customer service. I'm seeking a challenging role with a rapidly growing organization that aligns with my skillset and offers contemporary business settings and clear job objectives.

Internship

WORLDWIDE LOGISTICS IND PVT LTD

09/2022 – 11/2022

- Tracking shipments to ensure timely arrival of cargo, ensuring timely delivery of goods, and maintaining accurate records.
- Supporting customer service and gaining knowledge of logistics regulations.
- Performing other tasks assigned by the logistics team.

Professional Experience

CLASSIC CLEARING AND FORWARDING PVT LTD

01/2023 – 12/2024

Documentation executive

Chennai, India

- Handling documentation related to import shipment by SEA/AIR and bill of entry filling. And handle break bulk shipment documentation.
- Ocean and Air Freight negotiation with different Shipping lines, Airline & Consolidators.
- Co-ordinate with overseas agents and Customers from the time shipment moves from the origin like BL/AWB Approval, Pre- Alerts, Track & Trace, Original Documents Receipt, and D.O. etc. until it arrive at the destination.
- Scrutinizing documents like BL/AWB, Commercial Invoices, Packing List, Certificate of Origin etc.
- Coordinating with customer for AWB, BL, Authorization form for DO processing.
- Process all types of Bill like Bill of Entry, Export Bill, TOO, Duty Pay, Duty Exemption, etc.
- Handled promotion schemes likes FTA AND EPCG
- Coordinate with transportation for delivery planning
- E waybill preparation
- Preparing error free check list
- Preparing and verifying HS Code for various products
- Handled In-bond and Ex-bond shipments
- Coordinate with shipper and customer for delivery planning and shipment move ment.
- (AAI)Airport Authority Of India Charges Processing.

- Handing key account for destination USA, CANADA, CHINA and EUROPE.
- Maintaining DSR for daily basis.
- Proficient in using Airlines sites: Skycargo, Ccn hub, Ezy cargo, Etihad cargo, Croamis, iag cargo, Saudi cargo.
- Coordinating with clients and agent for payment for release process. Preparing CAN and Invoice to customer.
- Arranging Tucker to deliver the cargo (LCL/FCL) & securing WH appointments.

Skills

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| Communication Skills | Logistics Proficiency |
| Price Negotiation | Customer Service |
| Complete Paperwork For Customs Clearance | Ability For Multitask And Meet Deadlines |

Education

Diploma in Logistics and Supply Chain Management Jan 2022 - Jun 2022

Master of Computer Application

SRM University 2022 – 2024

Bachelor of Computer Application

Manonmaniam Sundaranar University 2018 - 2021

Passport And Visa Details

Nationality: Indian

Passport No: T3676987

Date of expiry: 30/09/2029

Visa Type: visit visa

Visa Expiry: 28/03/2025

Languages

English

Tamil

Malayalam

Hindi

Reference

Available upon request.