

# Amalraj Ajayan

DOB : 07/03/1999

Gender:Male

Nationality: Indian

Languages Known : Malayalam,Tamil, English.

Gender:Male

Father's Name: Ajayan A.R

Marital status : Single



## CONTACT

📞 +91 89078 39329

✉️ amalrajajayan644@gmail.com

## PERMANENT ADDRESS

Alathil House, St Antony's church Road,Panangad p.o 6802506, kochi, India

## TEMPORARY ADDRESS

Vijay Shanthi Lotus Pond, Kelambakkam, Chennai 603103

## EDUCATION

### ● PROFESSIONAL DIPLOMA IN SHIPPING AND LOGISTICS

Women Polythenic College  
2021 – 2022

### ● BBA

Bharata Matha College  
2018 – 2022

### ● HSC

C.C.P.L.M Anglo Indian School,EKM  
2017

## CERTIFICATION COURSE

### ● CERTIFIED SHIPPING & LOGISTICS PROFESSIONAL

### ● TRANSLATION IN LITERATURE

## TECHNICAL SKILLS

- MS Word
- MS Excel

## TECHNICAL SKILLS

- Planing & Organization
- Relationship Building
- Team Build

## CAREER OBJECTIVE

I am looking forward to work with reputed organization, where I can utilize my skills to contribute the organization's success as well as to prove myself as asset to the organization.

## EXPERIENCE

### PROCESS ASSOCIATE

**AMASS MIDDLE EAST SHIPPING SERVICES LLC- DUBAI UAE**  
**( 8/2023 – CURRENT)**

- ☒ Keep track of shipments and update the customers accordingly.
- ☒ Negotiate with agents for ocean freight rate and reduce the cost then quote to client with profit margin.
- ☒ Notifying clients with Invoice and cargo arrival notice prior the vessel arrival at respective port.
- ☒ Maintain of records for ongoing and completed shipments including all documents.
- ☒ Familiar with Dubai Trade to apply DO and NOC.
- ☒ Follow up of pre/post shipments vessel position and will keep consignee/ shipper as updated.
- ☒ Keep record of mail communication between client and agent which related to day-to-day activities of shipments / about critical scenarios.
- ☒ Determine the methods which is beneficiary to both clients and for the company.
- ☒ Preparation of documents like BL draft.
- ☒ Collect all vendor bills and prepare invoice through shipsoft.

## Area of Interest

- Shipping
- Logistics
- Documentation

## **DECLARATION**

I hereby confirm that the information furnished above is true to the best of my knowledge and belief.

Date:

Place:

Signature