

# JEENU VARGHEES E *LOGISTICS EXECUTIVE*

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📍 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.

- Handling 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

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

### Education

<b>Diploma in Logistics and Supply Chain Management</b>	Jan 2022 - Jun 2022
<b>Master of Computer Application</b>	
<i>SRM University</i>	2022 – 2024
<b>Bachelor of Computer Application</b>	
<i>Manonmaniam Sundaranar University</i>	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

### Refernce

Available upon request.