



# Mohamed Faisal Khan

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## Professional Summary

Equipped with an MBA and diploma in international logistics, leveraged market analysis to enhance operational procedures, ensuring the seamless flow of goods. My commitment lies in fostering growth and excellence within a dynamic organization, continuously applying knowledge and competencies to drive meaningful progress.

## Work History

11.2021 - 12.2023

### **Logistics coordinator**

Lancer Container Lines Ltd - Chennai, India

- Handled customer queries by phone, email, and in person.
- Prepared logistics documentation, including shipping manifests, TDR and clearance forms.
- Liaised with customers and other departments to plan timely transportation of goods.

### **Handled both export and import process.**

- Follow up on inventory on daily basis and release CRO (Container Release Order) to firm bookings.
- Getting all export-related documents, allocating gate pass to concern CHA on terminal websites, and monitoring container "Gate-in" on terminal for gate-in cut-off purposes.
- Prepare EGM, Manifest, and TDR and forward them to vessel operator before cut-off time
- Prepare invoice for shipment and release BL to customer. UpToDate forward all planning and booking reports to assistant manager on daily/monthly basis.
- Receiving import documents, i.e., pre-alert, cargo manifest, TDR, BL, and freight manifest, from overseas agents.
- Advising CAN (cargo arrival notice) to consignee. Prepare IGM and IAL before 24 hours of vessel arrival. Filing required documents to customs.
- Preparing invoice and releasing D/O against payment along with security bond after proper identification.
- Daily tracking with Depot for container movements and empty returns and updates on ERP tool like eBMS.

11.2021 - 02.2022

### **Intern Trainee**

Lancer Container Lines Pvt Ltd - Chennai, India

Learned whole process of both export and import.

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Multitasking</li> <li>• MS Office</li> <li>• INCOTERMS</li> <li>• Export &amp; Import documentation</li> <li>• Inventory &amp; Procurement management</li> <li>• Leadership</li> <li>• Operational planning</li> <li>• ERP (Enterprise Resource Planning) software</li> <li>• Material Requirements Planning (MRP)</li> <li>• KPI management</li> <li>• Price Negotiations</li> <li>• Problem-solving</li> <li>• Order processing</li> <li>• Customer Service</li> </ul>						
<b>Education</b>							
06.2021 - 05.2023	Master of Business Administration, Logistics and Supply chain management, University of Madras, IDE. - Chennai, India						
04.2021 - 09.2021	Diploma, International Logistics, Business School of Logistics And Shipping - Chennai, India.						
08.2015 - 03.2019	Bachelor of Engineering, Civil Engineering, Anna University - Chennai, India						
<b>Languages</b>	<table> <tr> <td><b>English</b></td> <td><b>Tamil</b></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Upper intermediate</td> <td>Native</td> </tr> </table>	<b>English</b>	<b>Tamil</b>			Upper intermediate	Native
<b>English</b>	<b>Tamil</b>						
Upper intermediate	Native						
<b>Certifications And Licenses</b>	<p>International Logistics, Ministry of skill development and entrepreneurship. Government of India. Certificate No.: LSC/BSLS/2021-22/003 Date of Issue: 12-03-2022</p>						
<b>Personal Details</b>	<p><b>Date of Birth / Age:</b> 22-03-1997      <b>Nationality:</b> Indian  <b>Marital Status:</b> Married      <b>Visa Status:</b> Visit visa</p>						