

AMAL M

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PROFESSIONAL SUMMARY

A detail-oriented logistics and supply chain professional with hands-on experience in customs clearance, freight forwarding, and operational management. Known for effectively coordinating shipments, ensuring timely delivery, and optimizing processes to reduce delays and costs. Skilled in collaborating with cross-functional teams and maintaining compliance with international shipping regulations such as EMIRSAL2. Proven track record of maintaining accurate records, resolving customer issues, and leading teams in fast-paced environments. Eager to apply my skills and knowledge to contribute to the success of a dynamic organization and grow in the logistics field.

SKILLS

- Logistics Coordination & Management
- Freight Forwarding & Customs Clearance
- EMIRSAL2 Documentation & Compliance
- Operational Efficiency & Process Optimization
- Client Relationship Management
- Problem Solving & Issue Resolution
- Team Leadership & Training
- Attention to Detail & Accuracy
- Microsoft Excel & Tally Proficiency
- Time Management & Multitasking

WORK HISTORY

Intern, AIWA Shipping & Logistics, Kerala

- Worked as an intern in Clearing and Forwarding Department of AIWA SHIPPING & LOGISTICS.
- Training attended for Port, Customs Clearance, Forwarding formalities, and Documentation.
- Special Training attended for UAE Shipping, Freight forwarding procedures.
- Coordinated port documentation processes, saving 10% on processing times.
- Trained in EMIRSAL2 customs clearance.
- To work in conjunction and coordination with seniors and follow all instructions related to maintaining day-to-day Administrative & Functional affairs, Inter office correspondence, Contracts documents, Sorting mail, etc.
- Prepare and follow up on enquiries/quotations and documents of invoice, delivery notes.

- Operations Associate, Loadshare, India

- Managed day-to-day operations ensuring on-time deliveries.
- Trained and mentored new team members, fostering a positive work environment and promoting professional growth.
- Followed shipping and receiving procedures for goods and materials.
- Maintained accurate records using various software systems, ensuring data integrity and regulatory compliance.
- Resolved customer issues promptly and professionally, maintaining high satisfaction rates while minimizing escalations.
- Maintained and prioritized to-do lists and followed up to complete tasks on time.

EDUCATION

Diploma in Logistics, Shipping, and Freight Forwarding | 2020
Mithra Institute of Management Studies

LANGUAGE

- ENGLISH
- MALAYALAM
- TAMIL
- HINDI

ADDITIONAL QUALIFICATION

- Training attended for UAE shipping and Freight Forwarding Procedures and familiar with EMIRSAL2 declaration processing.
- Air & Sea enquiry quotation, freight calculation, container stuffing calculation, and CBM calculation.
- TALLY
- Diploma in Foreign Accounting (C-DIT Certified).

PERSONAL INFORMATION

Date of Birth: 10/05/01
Gender: MALE
Nationality: INDIAN
Marital Status: SINGLE

PROJECTS

Oil & Gas Supply Chain Management Project

INTERNSHIP

AIWA SHIPPING & LOGISTICS, Intern in Clearing and Forwarding Department, Port, Customs Clearance, Forwarding formalities and Documentation, UAE Shipping, Freight forwarding procedures and familiar with EMIRSAL2 declaration processing, Customer coordination, Order & Delivery Follow-up, Maintaining day-to-day Administrative & Functional affairs/inter office correspondence/Contracts documents/Sorting mail, Prepare and follow up on enquiries/quotations and documents of invoice, delivery notes.

CERTIFICATIONS

- DIFA
- TALLY

DISCLAIMER

I hereby declare that the above information provided is true to the best of my knowledge and belief,
03/05/24, KOLLAM.