

ABDUL FAROOK . A

Documentation & Operations (International Freight forwarding, CHA – Ocean /Air)



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Location Preference : PAN INDIA

Experienced in Shipping Operations, Documentation, Customer Service, Logistics & Transportation with a growth oriented organisation of repute.

"Striving to upgrade knowledge and practices to retain excellence in the professional brief"

CORE SKILLS	AN OVERVIEW
<i>Shipping Operations, Documentation, Logistics, Shipping line, Customs Clearance & Transportation Exports & Import Freight Forwarding Air & Sea Problem Solving</i>	<ul style="list-style-type: none">• A Complete professional with 5+ years of experience in Shipping Operations, Documentations, Customer Service and Logistics Ocean Freight forwarding/Customs Clearance Coordination's / Shipping Line / Transportations Etc.,• Proficient in managing complete commercial documentation in Air/Sea Export / Import trade• Resourceful at maintaining relationships with clients to achieve quality product and service norms by resolving their service related critical issues and also maintaining the relationships with Carriers, CFS, Industry and overseas agents• Comprehensive experience in coordinating with internal/external customers for running successful business operations and experience of implementing procedures and service standards for business excellence

ORGANIZATIONAL EXPERIENCE

Since April – At Present Freight system Logistics (FSL) Chennai as Senior Operations Executive

- Start from the May 4th at Freight System Logistics as a senior Executive
- I am handling Indian Export operation Air and Sea
- Handling FCL and LCL operations and documentation
- Air export handling pricing, Documentation and operations
- Everyday handling 5 to 10 shipments in sea and air exports
- Coordinating with finance dept. for daily payment request regarding Duty, Port charges, vendor payment and also controlling operation staff for delivery of customs cleared cargo with proper POD
- Get booking confirmation for FCL shipment with One Express, OOCL, Maersk and other lines company also.
- Work in ERP Freight Suit Software.
- From July onwards move to Europe sector, Germany, Italy and France.
- Documentation and customer coordination.
- Handling LCL shipment.
- Work in ERP direction software.

May'19 – November 2019 :Aqua Air Logistics WLL , Bahrain, as Customer Coordinator (Bahrain)

- Monitoring all Imports clearance shipment related to agent, customer nomination I have responsibility to clear the shipment with in free days.
- Overseas agents or customer nomination or sales team request any update on shipments status related to operation will responsible to update same
- Approving of all local cost form S/Line, co-loader, transports, warehouse, clearing agent, labor charges , after checking with reporting head operations
- To contact respective customers for customs authorization, loading and offloading location, warehouse working timings well in advance to avoid delays.
- Day to day coordination with local s/line, co-loaders, clearing agents, transporters, warehouse, CFS for status of our shipment related to import clearance by Air/Sea.

- Coordinating with finance dept. for daily payment request regarding Duty, Port charges, vendor payment and also controlling operation staff for delivery of customs cleared cargo with proper POD
- Assisting DO section with regard to release Delivery Order, Calculation of detention charges related to NVOCC when required.
- Co-ordinated with vendor for border customs clearance
- Arrange local transportation movement, checking valid driving license and GCC vehicle permit.
- Weekly report maintained by operation department.
- Responsibility of generating sales invoice, Coordinate with finance department for vendor payment.

Oct'15 – April'2019: Radgro Global Logistics Pvt Ltd ,chennai, as Customer Coordinator & Process Executive

- Managing a team staff (5-10 Number of Staff)
- Customs documentation work.
- Online filling – In Softlink Software (Customs Filing)
- Co-ordinate with client – For new shipment & payment follow-up.
- Air Export Freight Forwarding
- Sea Export Freight Forwarding (LCL & FCL)
- Deal With Fright Rate both Air and sea
- Pre-alerting Clients on their respective shipments thru alerts, daily reports.
- Co-ordinate with Local Vendor.
- Updating Vessel Schedule in daily basis.
- Monitoring Technical reports for shipments moved.
- Giving instructions to forwarders and the Warehouse (B/L, AWB, loading instructions, dates etc.)
- Liaising between clients and internal departments.
- Monitoring Technical reports for shipments moved

Safexpress Logistics and Supply Chain (2014) (90days)

Position : Internship Training period (90days)

- Warehouse Inventory Management
- Inventory stock list inbound
- Transportation Management System
- Work in 3PL

Key Competencies Areas:

- Customs Procedures
- Pricing
- Documentation work
- Pricing in Air Export
- Handling customer queries (e.g. Amendments Charges, Invoice Detail etc.)
- Once Customer approved Draft Airway Bill then final B/L issued to customer.
- Responsible for adhere to TAT (Turnaround Time) and to make sure 100% on time.
- Assist the management team to provide the productivity & quality report on daily basis.
- Providing the guidelines, assistance and training for the new employee's into the department and suggesting the improvement plans.
- Enthusiastic team player & ability to manage change with ease and structured approach towards work.
- Customer Analysis

EDUCATION

- MAB from Indian Institute of Logistics in 2015
- B.com From New College in 2013
- Justice Basheer Ahmed Sayeed Mat. (Class:12th Passed out 2010)
- Wesley Higher Secondary School (Class:10th Passed out 2008)

PERSONAL DETAILS

Father Name : Abdul Wahab.A
Date of Birth : 09th Aug 1992
Marital Status : Single
Languages Known : English, Tamil & Hindi
Passport Number : L6224671
Nationality : Indian

Yours Sincerely

Place : Chennai

Date :

(A Abdul Farook)