



# JOSHUA RODRIGUES

SHIPPING - INTERNATIONAL MOVING

## OBJECTIVE

Dedicated and focused **Move Coordinator** who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Committed to delivering high quality results with little supervision. Flexible and hardworking with the drive to succeed.

## EXPERIENCE

### RELOCATION EXECUTIVE • ALLIED PICKFORDS - BAHRAIN 4TH OCTOBER 2018 TO PRESENT

Sales and Customer Service.  
Coordinating with Origin/ Destination Agents.  
Documentation.

### P.A. & ADMIN ASSISTANT • D3 CONSULTANTS - BAHRAIN 23RD NOVEMBER 2015 TO 3RD OCTOBER 2018

Communicate between management and organization.  
Manage daily office operations.  
Market Research.

### PUBLIC RELATIONS OFFICER • PRLINKS - BAHRAIN 24<sup>TH</sup> FEBRUARY 2014 TO 22<sup>ND</sup> NOVEMBER 2015

Client Servicing.  
Organize Press Conferences.  
Monthly Reports.

## ABOUT ME

D.O.B. : 3rd April 1988  
Nationality : Indian  
Marital Status : Married  
Driving License : Yes

## HIGHLIGHTS

- Meticulous attention to detail
- Passion to learn and increase my skills set
- Self-confident and professional
- Motivated team player
- Proactive
- Positive attitude
- Reliable and punctual





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## JOB RESPONSIBILITIES

### Relocation Executive:

- Noting down Move Enquiries.
- Sending out Quotations accurately and following-up on the same.
- Clarify any Enquiries clients may have regarding their Relocation; visit them, if required and close deals.
- Coordinate with crew scheduler to ensure secured moves are booked accurately based on availability.
- Liaise with packing crew leader, informing of client's particular requirements (if any), thus ensuring a smooth packing experience for the client.
- Point of Contact for Outbound shipment clients from Start To Finish, abiding with company standards and providing a stress-free move experience.
- Informing clients about required Documentation for export shipping as well as those required for customs clearance at destination and following-up on the same.
- Issuing Invoices.
- Preparing Insurance Proposals to send to the Insurance company for marine insurance coverage and liaise with them on requirements such as shipment inspections.
- In case of insurance claims, informing the client of the claims procedure and connecting them with the Insurance company.
- Informing clients of the Status of their shipment.
- Liaise with our Customs broker with regards to customs procedures for O/B as well as I/B shipments.
- Prepare shipments for Dispatch (Operations).
- For Air and Overland shipments, communicate with the respective departments within the organization to proceed with dispatch, handing over all documentation.
- For Sea shipments, communicate with the shipping lines and book the container.
- Arrange container transportation.
- Coordinate with freight forwarders to arrange pick up of LCL shipments.
- Provide Bill of Lading Instructions to the shipping lines/ freight forwarders.
- Send out Pre-Alerts to the Destination Agents and liaise with them until shipment is delivered.
- Track shipments while in transit.
- Maintain record of all outbound and inbound shipments.



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- Point of Contact for Inbound shipment clients.
- Informing clients of all documentation required for import customs procedures and following-up on the same.
- Liaising with Booking/ Origin Agents, keeping them well informed of their client's Inbound shipments.
- Arrange delivery of Inbound shipments.
- Manage local moves, including office moves.

#### Administrative Assistant:

- Receive and screen a high volume of internal and external communications. Handled all incoming and outgoing correspondence; effective communication and follow-up between management and entire organization.
- Manage the day-to-day calendar for the Managing Director as well as the Director of Development; coordinate within the organization as well as clients to schedule meetings and appointments.
- Book flights and hotel accommodation for management.
- Handle entire visa application process when for management.
- Assist the Marketing Team by carrying out research when required.
- Organize the Managing Director's as well as the Director of Development's filing system.

#### Public Relations Officer:

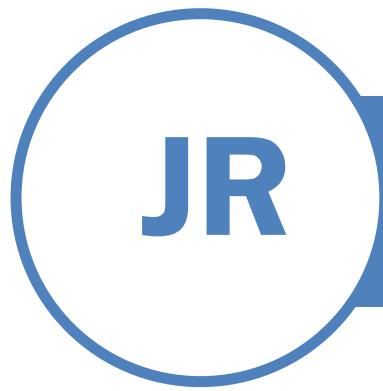
- Client servicing; Communicate with clients via telephone and email.
- Attend meetings with clients.
- Properly route contracts as well as prepare quotations, invoices and local purchase orders.
- Organize press conferences.
- Create monthly reports for clients.
- Manage daily office operations.



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**JR**

**JOSHUA RODRIGUES**

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## EDUCATION

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**AIRCRAFT MAINTENANCE ENGINEERING • BAS AIRCRAFT ENGINEERING TRAINING CENTRE - BAHRAIN**  
2008 – 2013

**DIPLOMA IN COMPUTER APPLICATIONS • LIBRA COMPUTER TRAINING ACADEMY, GOA, INDIA**  
2006 - 2007

**PRE-UNIVERSITY COLLEGE • ST. JOSEPH'S PRE-UNIVERSITY COLLEGE, BANGALORE, INDIA**  
2005 - 2006

**SECONDARY SCHOOL • SACRED HEART SCHOOL, BAHRAIN**  
2005



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