

# RANJITH ER

MANAMA,  
KINGDOM OF BAHRAIN,  
Mob: +973 34287037  
Email: ranjithraj@live.com



## PERSONAL INFORMATION

**DATE OF BIRTH** : 04/04/2019, **AGE** : 27 Years  
**GENDER** : MALE  
**MARITAL STATUS** : SINGLE  
**NATIONALITY** : INDIAN  
**PASSPORT NO** : M0831707, **EXPIRY** : 12/08/2024  
**CPR NO** : 920450733

## CAREER OBJECTIVE

To work as a responsible individual in an environment that provides a challenging, rewarding career and ensuring a high-level job satisfaction, which also provides opportunities to improve knowledge in the field of Supply Chain Management

## EMPLOYMENT HISTORY

### I. AL TALIB SHIPPING COMPANY LLC, Bahrain.

**Designation:** Operations Executive

**Duration:** November 2018 – Till

#### **Responsibilities:**

1. Handling of shipments via Sea and Air
2. Coordination with the Consignee and Shipper
3. Customs clearing coordination with the Clearing agent
4. Preparation of shipment documents
5. Coordination with exporter to confirm the shipping instructions
6. Stuffing coordination
7. Freight negotiation with clients

### II. INKEL LIMITED, (A Private Public Partnership firm established by Govt. of Kerala), Cochin, India

**Designation:** Senior Officer (Procurement and Logistics)

**Duration:** January 2016 to November 2018

#### **Responsibilities:**

1. Prepare purchase orders and send copies to suppliers
2. Locate suppliers
3. Ordering more materials when necessary.
4. Resolve shortages, missed or late deliveries, and other problems.
5. Prepare, maintain, and review purchasing files, reports and price lists.
6. Compare prices, specifications, and delivery dates in order to find best bid
7. Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.

---

### III. GLOBAL SHIPPING AGENCIES INDIA PVT. LTD, Cochin, India.

**Designation:** Operations and Documentation Executive

**Duration:** July 2014 – December 2015

**Responsibilities:**

1. Preparation of Post Shipment Documents.
2. Container Booking
3. Shipping Bill Filing Process
4. Co-ordination with exporters
5. Responsibility to filing of shipping bills, GSP, custom clearance for shipment.
6. Coordination with exporter to confirm the shipping instructions.
7. Follow-up with Freight forwarder, shipping line for status of shipment, B/L etc.

---

### ACADAMIC CAREER

Course	Institution	University /Board	Year of passing	% of Marks
M.B.A.	Guruvayurappan Institute of Management, Coimbatore	Bharathiar University, Coimbatore	2014	65
B.B.A	I.C.A College, Guruvayoor	Calicut University, Calicut	2012	62
HIGHER SECONDARY	I.C.A E.H.S.S Vadakkekad	State Board of Secondary Education	2009	63

---

### PROJECT PROFILE

**TITILE:** A study on export documentation procedure of tea with reference to Altius Logistics Cochin.

**HANDLED AREA :** Export Documentation

**DURATION :** 45 Days

---

### ACHIEVEMENTS

- Coordinated Best Manager Contest In GIM Fest And Affiatus 2013
  - Coordinated Logistics Game Contest In Affiatus 2014
  - Got First Price In Marketing Game In Affiatus 2013
-

---

**PERSONAL  
SKILLS**

- Team Player
  - Good Communication skill.
  - Hard Working
  - Quick learner
  - Confident
- 

**DECLARATION**

I affirm the information given in the application is true & correct. I also fully understand that if any stage it is discovered, that any attempt has been made by me to willfully conceal or misrepresent the fact, my candidature may be Summarily be rejected or my employment terminated.

**RANJITH .E.R**

\*References provided on requests.