



SREERAJ. C

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Skills

Decision Making
Inspiring leadership
Critical Thinking Skills
Computer Proficient
Problem Solving
Operations management
Team supervision

Languages Known

English
Hindi
Malayalam
Tamil

PROFESSIONAL SUMMARY

Collaborative Supervisor with 9 years of experience leading large teams. Identifies revenue-driving opportunities and builds professional relationships. Effective at managing attainment of big picture business goals. Detail-orientated and efficient, with strengths in both project and time management.

EXPERIENCE SUMMARY

2020 - Present

Team Leader Supervisor - PSA -BDP Global Project Logistic LLC Dubai -United Arab Emirates

- Supervising the daily operations of the operation department to ensure no reminders or escalations are made.
- Preparing reports detailing the activities of the customers
- Handling main Export and import services. coordination with liner principals' agents, customers, vessel bookings, rates filing, quotations, shipment tracking, job openings, invoicing.
- Responsible for submitting proposal for key clients / large businesses. Working out special deals with the various service providers to quote the best price to the client and gain business in co- ordination with the sales and pricing. Assisting and full filling sales target.
- Checking with the customers for the rate Indication/target rate to be nominated. Preparing and updating tariffs from overseas agents for sea freight on weekly/monthly basis.
- Coordination with the Clearance Team as well for Air/Sea Freight Shipments for delivering the shipment at right Place and at right time.
- Compilation and Analysis of internal data for interpreting the volumes / revenues against target, on a weekly/ monthly basis. Preparation of Business Review reports for the Company.

2020 - 2020

Senior Executive -Operation and Customer service **TRANSWORLD LOGISTCS FZE** Dubai -United Arab Emirates

- Managing import and Export cargo movement including sea /air / overland freight arrangements.
- Monitored shipments to ensure they remained on track to be delivered on time and at the right location
- Invoicing jobs on time and dispatching originals to customers before Due date
- Arranging Transportation, Labours, Forklift, Cranes and Packing Teams as per Customer requirement
- Handling IMCO cargo and Preparing DGPC and MSDS as per Customer requirement

- Strictly maintain Export tracker (Macro) for checking container shipped on board status
- Preparing invoice and Packing List Delivery as per customer request. Making Certificate of Origin and arranging for Legalization and stamping.

2015 - 2020

Senior Operations Executive MODERN FREIGHT COMPANY LLC

Dubai -United Arab Emirates

Logistics

- Providing rates, vessel schedules to salespersons and liaising with agents for planning Import and cross trade shipments both land and sea.
- Managing import and Export cargo movement including sea /air / overland freight arrangements
- Responsible for all KPIs and SLAs agreed with allocated customers.
- Providing rates, vessel schedules to salespersons and liaising with agents for planning Import and cross trade shipments both land and sea

Warehousing

- Updated and maintained physical and perpetual inventory. Maintaining inventory & transaction records in warehouse management system
- Analyzed data to monitor performance and planned improvements.3PL knowledge & Vendor Coordination. Delivery coordination between vendors, DC and stores, Inland transport.
- Identifying and arranging warehousing & logistics requirements (Equipment's and labors for loading and offloading cargo). Strictly following QHSE policies.

Customs clearance

- Booking customs inspection Preparing LGP documents for duty paid cargo for FZE Entry and Exit.
- Handling Temporary shipments for projects and servicing(Temporary Exit-Duty deposit) and arranging on proper time for Temporary Entry (Duty Claim).
- Arranging required documents for VAT claim and keep following up for import Bayan from GCC countries (Oman, Saudi, Bahrain, and Kuwait) for Road shipments.

EDUCATION

COURSE	INSTITUTE	YEAR
Master of Business Administration LOGISTICS AND SHIPPING	VELS University Chennai / India	2012-2014
Bachelor of Business Administration	CMS Arts and Science College Coimbatore / India	2009-2012
Bachelor of Commerce with Computer Application	CMS Arts and Science College Coimbatore / India	2009-2012