



## KAILASH BHATTARAI

### Personal Info-

16<sup>th</sup> STREET NEAR BUR JUMAN  
METRO STATION

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Email Id- \_

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D.O.B- 20.06.1994

### Skills:

- MS Office
  - Word
  - Excel
  - Outlook
- Interpersonal skill
  - Well Organized
  - Fast Learner
  - Ability to work under pressure
  - Time Management
  - Punctuality
  - Patient and Multitasking

### Interests

- Outdoor Activities
- Music
- Exercising
- Nature photography

### Profile

To work in an organisation which provides me with ample opportunities to enhance my skill and knowledge so I can contribute to the organization. Organised and efficient professional with more than 4+ years of experience

### Application For

Operation Executive/Fleet Supervisor

### Education

Diploma in Marine Engineering

### Professional Experience

#### 1. Tahmeel Logistics> Operation In - Charge (September 2021-Present)

##### Job Responsibilities-

- Ensuring all the riders are on field and on time
- Routine on-ground visit for quality and performance check.
- Maintaining and providing cash on delivery record of potential client to management.
- Providing necessary online support to all food & beverages clients for clearing ongoing issues related to the logistics.
- Providing feedback to client and management through Tahmeel application.
- Preparing and providing project details to the line manager.
- Collecting, entering and disseminating operational data.
- Worked with Next day meal plan delivery as a operation coordinator.
- Monitoring and directing the the riders for the concern area of delivery.

#### 2. SEALIGHT-SHIPPING, MNC SHARJAH-UAE - August 2018-December 2020 -FREIGHT FORWARDER

- Process customer orders promptly and accurately.
- Coordinate sea freight shipments and transport arrangement.
- Chartering of vessels.
- Book service with co-loaders for import / export and trans-shipment.
- Prepare billings.
- Work closely with internal departments to coordinate customer's shipment.
- Build and maintain good rapport with customers to fulfil their requirement.

- Responsible for the activities associated with the transportation of products from suppliers into the network.
- Optimize transport planning in the most efficient way for customer and stakeholders
- Maintain proper and accurate Pre-Shipment and Post-shipment Administration
- Track and Trace.
- Proof of Delivery.
- Over, short, and damaged shipment issues

### **Key skills and Competencies**

- **Effective Communicator** – Excellent communication skills both written and oral. The ability to influence. Strong presentation skills
- **Gets Results** – Results-oriented, meets commitments, taking a pro-active approach and focusing on efficiency.
- **Additional Skills- Standards of Training, Certification and Watchkeeping.** It is a worldwide convention that ensures a lateral standard of training is achieved across all countries in the world.

- **DECLARATION**

The above-mentioned details are true to the best of my knowledge and given a chance, I shall discharge my duties to the entire satisfaction of the esteemed organization. Hope that credentials satisfy your requirement and looking forward for further contacts.