

KERMALIN TITTO

Logistics Coordinator

Profile

Highly talented executive in Logistics Management Professional with 6 years' experience which work in a competitive and challenging environment utilizing analytical business skills and functional skills and to contribute the best of my abilities towards the growth and development of a progressive company. 6 Years' Experience in all aspects of Sea and road cargo transactions- Direct interaction with Customers (Exporters/Importers), Shipping Line and overseas agent. Have a good knowledge documentation, Freight, Incoterms, LC shipment, Switch BL, Quotations and Arranging Transportation (Local & GCC) etc. Experienced in handling regular DG and NON DG shipments. Awareness and frequent co-ordination with authorities like Dubai customs, Ministry of Foreign affairs, Dubai chamber, SIRA, Ministry of Health etc in order to obtain required permits/approvals Have experience in controlling the Documents and projects . Proficient in MS Office Suite.

Education

MBA, Panimalar Engineering College

Chennai | 2012 August - 2014 June

BA English Literature, St. Joseph's College

Trichy | 2009 June - 2012 April

Employment History

Operation executive, Blue Bell Shipping LLC

Jebel Ali, Dubai | 2018 June - 2021 July

- Arranging shipping docs.
- Arranging & Coordinating with Shipping line/Land Transporter & overseas agent for shipments by Sea/Land to or from the UAE, GCC countries and other countries.
- Excellent knowledge in Customs documentation and General awareness on customs rules and regulation for GCC.
- Experienced in handling regular DG and NON DG shipments.
- Awareness and frequent co-ordination with authorities like Dubai customs, Ministry of Foreign affairs, Dubai chamber, SIRA, Ministry of Health etc in order to obtain required permits/approvals.
- Excellent knowledge in Customs procedure like Emirsal II, Operation, Dangerous & Non DG Goods shipment handling & General awareness of GCC customs rules..
- Arranging legalization documents from Chamber, MOFA and



INFO

ADDRESS

Al Karama, Dubai, 111311, United Arab Emirates

PHONE

+971522323084

EMAIL

jktitto084@gmail.com

BIRTH DATE

27-08-2022

NATIONALITY

INDIAN

DRIVING LICENSE

Yes

LANGUAGES

ENGLISH

TAMIL

MALAYALAM

HINDI

SKILLS

HIGHLY MOTIVATED

STRONG WORK ETHICS

EFFECTIVE LEADER,

STRONG ANALYTIC AND COMMUNICATION SKILLS WITH POSITIVE APPROACH

INNOVATIVE IDEAS AND HAVE AN INVALUABLE STRENGTH TO QUALIFY PERFORMANCE ON JOB.

Consulates. Responsible for maintenance of day to day shipment status and updating of the same to the customer.

- Vast Experience in spearheading a wide spectrum of import & Export Freight, Customs formalities, Documentation- Emirsal II, Logistics solution, Transportation etc.
- Dealing with Shipping lines, Land transport Agents both locally and overseas for booking and negotiating freight and secure best rates.
- Issue Quotations for FCL & LCL, FTL & LTL.
- Excellent proven experience in handling day to day transaction in Export and Import of various cargo of container ie, storage, stuffing and un-stuffing, Customs clearance, Transportation etc.
- Controlling and making arrangement for loading and offloading of containers.
- Responsible for overall operation of cargo movements to various locations within UAE.
- Resolving agents/Client Queries and issues over mail and telephone.
- Assist and Guide Sales Dept. in special operational Issue.
- Following up with customers for business finalization and confirmation.
- Correspond with overseas representative offices worldwide for pre-alert, import freight charges, door deliver charges, exports etc.
- Complete export documentation for export of hazardous and Non- hazardous cargos, Sending BL instruction, drafting DG forms for sea exports. Awareness of GCC countries rules with customs as well as all procedure including shipping line/Land transport.
- A major contributor to the growth of company. Being responsible for the over all business development and operations of their Sea and Land Division.
- Reporting to the Deputy General Manager & General Manager of the company.

Documentation executive, SeAir Global logistics LLC

Dubai, UAE | 2015 April - 2018 June

- Entire Export and Import Documentation (shipping document).
- Providing Quotations, liaising with agents and get rates, updates to customers and negotiation to Secure the Business.
- Have a good knowledge in Incoterms and LC shipment.
- Ensure that all documentation meets export and Import regulations.

- Processing of BOE in Dubai Trade through E mirsall II.
- Arranging Transportation from customer place to CFS.
- Arrange details of shipments with forwarders, carriers as necessary for exports.
- Coordinating with warehouse for inspection & stuffing.
- Preparing house bill of lading / master bill of lading.
- Dispatching documents to customer on time.
- Following up the goods in transit.
- Tracking the consignment till it reaches to destination & informing delay/early reaching of consignment to customer with reason.
- Direct communicate with international suppliers, service providers, logistic companies etc.
- Practical knowledge about all CFS & Customs works / Operation.
- Having knowledge about all types Cargo examine/Process LCL as well as FCL.

Hobbies

Listening Music

Cooking

Driving

My personal Strengths

- Self-Confident, Sincere and enduring person to achieve goal.
- Keen and eager to learn new things.
- Flexible and can adapt to any working culture.
- Ability to work in a team and even to handle the team
- Pleasant with positive attitude.
- Ability to work quickly and accurately.
- Ability to work independently and meet deadlines

Visa Status

Visit Visa Expiry on 20th April 2022

Passport Details

Passport no : M4568405 valid up to 21/12/2024

Marital Status

Married