

MONISHA VENKATESH KUMAR

41/16, Pari Street Choolaimedu, Chennai-94

9962109573/vm6734121@gmail.com

OBJECTIVE

To reach a Senior Position which provides me the opportunities to improve my skills and knowledge, Learn new technologies and methods, implement new ideas which can improve the Existing Technology.

EXPERIENCE (3.5 YEARS)

- **20 CUBE LOGISTICS PRIVATE LTD**

- Junior Documentation Executive**

1. Documentation Executive in Customs Department.
2. Managed the Entire Shipment (Import & Export) from UK to other Destinations.
3. Tracking the cargo before and after Sailing.
4. Involvement in both Sea and Air Shipment.(Import & Export)
5. Experience in handling Shipping Management/Customs & Clearances.
6. Managed Perishable & DG Cargo.
7. VGM filling in portal System (Carrier, CNS, Destin 8) Websites.
8. Experience in both SAD & SFD Entries.(Sea & Air)
9. Tracking the Shipments and Checking the ETA of UK.
10. Coordination with Haulier for Cargo collection Timing.
11. Provided Final AWB permit to shippers & Agents.
12. Processed AWB in CW1 tool and updated the shipment details to process Invoice.
13. Updating the Export Booking from ESVO to MF & MF to SAP.
14. Sending the Vessel Tracking Reports to the UK Customers on daily Basis.

- **METRO SHIPPING LTD., (COMPANY IN UK)**

(Worked as a back end in India)

Senior Documentation Executive

1. Key user in Invoicing functions like posting printing the Invoice.
2. Worked with the procurement team to check the rates we receive from Carriers Like OOCL, CMA CGM, MAERSK, MSC, ELLERMAN.
3. Involved in primary process called freighting where Rates are updated for a shipment and get back the payment from the customer.
4. Processed the payment of the customers in UK as Single/Bulk Invoices.
5. Head user in Handling Brokerage customers Invoices.
6. Booking creation has been made for the top customers by contacting carrier.
7. Involved in Quality checking the posted invoices before sending to the customer.
8. Worked in SAP functions of Pirelli customers. (Import SAP/Export SAP)
9. Expertise in handling the purchase order of the customers and entering their data in own customer portal.
10. Sent reports to Top Tyres Export customers in UK (Pirelli Tyres Ltd) of their goods (Raw Materials and other Bulk Cargo)
11. Handed All the elite customers in UK by taking care of their shipment.
12. One of the Major customers are Infineum, PQ Silicas etc.
13. Creating, Analyzing, and updating the details of booking conformation received from carrier in customer's portal.

EDUCATION

- ❖ Ethiraj College for women (Madras University)
B.Sc. Computer Science
- ❖ Fatima Matriculation Higher Secondary School.
HSC
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SSLC

SKILLS

- Determination and Dedication towards work.
- Good Time Planner.
- Ability to work as a team and Individual
- Quick Absorbing Capacity
- Solving Problems
- Courageous and willing to take responsibilities.
- Leadership skills.
- Handled UK clients via mails, chats, Video calls.

LANGUAGES

- English (Read, Write, Speak)
- Tamil (Read, Write, Speak)
- Hindi (Read, Write)

AREAS OF INTEREST

- Advertising
- Business Management
- Supply Chain Management
- Logistics
- Procurement
- Customer Services
- Communication Skills
- Documentation
- Freight Handler

TECHNICAL SKILLS

- Multi freight.
- SAP.
- MVT.

- Sailing Schedules.
- Basic C programming, Java programming.
- CWI Cargo wise.
- Accessed all carrier websites like OOCL, MSC, CMA CGM, MAERSK etc.