

RESUME

C. PONMANI

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CAREER AIM

My goal is to effectively organize and coordinate all logistical operations across the entire supply chain. Equipped with a comprehensive logistics planning and executive managerial skills.

EDUCATIONAL PROFILE

Class/ Degree	Specialization	Board/University	Year of Passing	% / CGPA
MBA	Shipping & Logistics Management	AMET University, Chennai	2015-2017	8.0
B.Com	Corporate Secretary ship	Ethiraj College, Chennai	2015	6.8
HSC	Commerce Accounting Mathematics Economics	State Board	2012	80
SSLC	Physics Chemistry Mathematics	State Board	2010	59

WORK EXPERINCE:

- Worked in TIMAB INDIA Pvt Ltd 11.07.2018-20.07.2019

RESPONSIBILITIES:

- Register Sales and Purchase Order
- Prepare Invoice
- Request for issuing Credit Note and re invoicing.
- Create a Data base of Transporter
- Verification of import Documents for custom Clearance
- To Follow up Stocks with Warehouses
- To Control and Acceptance of Transport Invoice

WORK EXPERIENCE:

- Worked in PuyVast Maritime Pvt Ltd Since 01.08.2017

RESPONSIBILITIES:

- Telesales – calling customers and updating about our product.
- Preparation of MBL & HBL
- Submitting SI to liner
- Preparing and maintaining database of the shipments
- Handling Documentation for Import and Exports
- Tracking shipments and updating the status to the customers on daily basis

INTERNSHIP:

I undertook training in CHENNAI PORT TRUST from 08-06-2016 to 02-07-2016.

- Implementation of RFID to reduce traffic congestion.
- CCTL terminal end and gate operation.
- DPW (Dubai port world) & PAS (Port Authority of Singapore) operation procedures and container handling.
- CONCOR and its connectivity via railway.

PROJECT:

I undertook my project work in INDEV LOGISTICS for three months from 05.12.2016 to 04.3.2017.

- The process of CHA customs house agent in export (air division)
- Documents required for import and export.
- Check list preparation, air cargo tracking, flight tracking in icegate.

PERSONAL TRAITS:

- I have strong organization skills and ability to plan ahead.
- I can work with short deadlines

SKILLS:

- Strong proficiency in MS-Word & MS-Excel Tally ERP 9

EXTRA-CURRICULAR ACTIVITIES:

- Game of Interest-**TENNIS**
- Participated in district level tournaments,
- Participated in Athletic Meet

PERSONAL DETAILS

Name	:	C. PONMANI
Birth Date	:	17 th Sep 1993
Husband's Name	:	M. Dineshbharathi
Languages Known	:	English (Read ,Write &Speak) Tamil (Speak Only) Hindi (Read Only) French (Read & Write)
Nationality	:	Indian
Residential Address	:	No. 103 , Pulianthope High Road , Pattalam , Chennai - 600012