

**R MURUGAN,
NO: 34B, NSK SALAI,
RAJIV GANDHI NAGAR,
ALAPPAKKAM, PORUR,
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MOBILE NO: 9789907465.
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PASSPORT NO – M6503461**

CAREER OBJECTIVE:

A position in a growth oriented company that allows me to utilize my experience in the field of cargo.

Job Profile:

Top performing professional with more than **10 Years of experience** in service industry, airline organization with comprehensive knowledge in exports & imports activities.

Career History and Work Experience:

Working as **SENIOR CARGO** with **M/S. JET AIRWAYS INDIA LTD. Chennai** – An International & reputed firm in Airline Solutions across the globe.

Summary of Responsibilities:

- Shift wise handling cargo as shift in-charge.
- Handling all administrative and reporting to the superior officers further handling of day to day discrepancies of cargo operation.
- Coordinating with other internal departments during operation & planning cargo & mail accordingly.
- Allocating shift duties to cargo staff & also conducting overall supervision of staff, loaders & drivers & ensuring safety & security is maintained within the department.
- Supervising **International / domestic cargo/ Ramp area** handled by GHA & releasing cargo on time to the flight.

- Communication and follow-up with the stations in case of special loads.
- Ensuring timely delivery of all shipment to consignee.
- In case of any offloading intimate to the guest immediately with proper reason.
- Dealing with Customs authorities in clearing the International shipments & trans shipments & planning TS cargo as per FAB.
- Preparing flight & revenue reports after departure of flights.
- Maintaining bond value in EGM & IGM register & ensuring the value within the limits.
- Surprise checks is done to ensure correctness of weight (to avoid revenue leakage), appropriate documentation & ensuring safety & security functions are carried out while handling cargo.
- Manage & developing team spirit among the subordinates.
- Responsible for identifying safety risks in day to day operations in accordance with a risk assessment process & ensuring adequate risk mitigation steps are implemented to ascertain safety within the workplace.
- Responsible for ensuring a strong safety culture is developed & maintained within the department.
- Maintaining all records for audit purpose (Staff certificate, training validity record, flight papers, DG records etc.)
- Specialized in performing both administrative and ground handling functions.

CAREER GRAPH:

Position	Concern	Duration
SENIOR CARGO ASSITANT	JET AIRWAYS India Ltd	Oct 2009 to Till date

CERTIFICATE PROGRAMS ATTENDED:

- Qualified in Cat – 7 Dangerous Goods Regulation conducted by Jet Airways India Limited.- **IATA Certified.**
- Qualified in Basic Cargo Training conducted by Jet Airways India Limited.
- Attended the Cargo Spot Automation Training conducted by Jet Airways India Limited.
- Attended the Aviation Security Awareness, Air Side Safety & Safety Management System Training conducted by Jet Airways India Limited.

PERSONAL PROFILE:

NAME	:	R.Murugan
FATHER NAME	:	S.Ramu
DATE OF BIRTH	:	10 th May 1988
AGE	:	31 Years
GENDER	:	Male
MARITAL STATUS	:	Married
NATIONALITY	:	Indian

EDUCATIONAL QUALIFICATION:**ACADEMIC:**

B C A (Guru nanak Collage, University of Madras).

TECHNICAL: MS-WORD, EXCEL, DOS, DIPLOMA IN MS-OFFICE, C++ & EFFICIENT IN HANDLING CARGO SPOT AND CARGO HANDLING SOFTWARE.

LANGUAGES KNOWN: ENGLISH & TAMIL.

(R.Murugan.)

