

ALBERT TONY



KEY SKILLS

- ✓ Team Work
- ✓ Inventory Management
- ✓ Interpersonal ability
- ✓ Time Management
- ✓ Client Relationship Management
- ✓ Risk Assessment
- ✓ Logistics Management Systems
- ✓ Analytic Skills

EMPLOYMENT CHRONICLE

OPERATION EXECUTIVE | 1st Nov 2022-Jan 2023 Present

LOGISTICS, DOCUMENTATION, CUSTOMER SERVICE

CONSOLE SHIPPING SERVICES QATAR BACK OFFICE STEREBEN TECHNIK

- Implement proactive and regular communication strategies to keep customers informed about their shipment statuses.
- Efficiently compile and organize documents required for the clearance of shipments, encompassing Delivery Orders, Air Delivery Orders, and Exchange Bills of Lading.
- Take charge of the meticulous preparation of export documents, focusing on the House Bill of Lading.
- Lead the initiation of internal job opening procedures within the organization.
- Execute precise and timely invoicing processes.
- Manage effective communication with ports, specifically transmitting messages related to LCL and FCL shifting to Qatar port.
- Establish and maintain strong relationships with customers, ensuring ongoing satisfaction and loyalty.
- Monitor and track shipment progress, providing timely updates to customers.
- Streamline and optimize the clearance process for efficient and timely deliveries.
- Act as a liaison between the organization and port authorities, ensuring smooth communication and coordination.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PROFILE SUMMARY

Dynamic Operations Executive skilled in Logistics, Documentation, and Customer Service. Proven in optimizing efficiency, ensuring compliance, and delivering exceptional customer experiences. Strong leader committed to continuous improvement in a dynamic setting.

CONTACTS

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📍 Thiruvalla, Kerala, India

PROFESSIONAL COURSE

PG Diploma in Logistics and Supply Chain Management | 2022

-World University Consortium -USA

ACADEMIC CREDENTIALS

B.SC ZOOLOGY | 2021

- MG University

HIGHER SECONDARY | 2018

- Board of Higher Secondary Examination, Kerala, India

SSLC | 2016

- Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office Packages ★★★★★

Internet & Email ★★★★★

Basic Operations ★★★★★

PERSONAL DOSSIER

Gender : Male
Date of Birth :09/07/2000
Nationality : Indian
Permanent Address : Shalem Bhavan, Manjadi P.O,
Thiruvalla, Pathanamthitta, Kerala, India

PASSPORT DETAILS

Passport Number : W5343311
Date of Expiry :31/08/2032
Date of Issue :01/09/2022
Place of Issue : Cochin

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

ALBERT TONY

AREA OF EXPERTISE

- ✓ Documentation Handling
- ✓ Customer Service
- ✓ Process Improvement
- ✓ Technology Utilization
- ✓ Reporting and Analysis
- ✓ Regulatory Compliance
- ✓ Continuous Learning

DRIVING LICENCE DETAILS

Holder of Valid Indian Driving License

LANGUAGES KNOWN

English 90 %
Hindi 75 %
Malayalam 100 %

INTERESTS



Songs



Reading



Movies