



## **SYAMJITH .A**

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United Arab Emirates

### **OBJECTIVE**

Specialized in Operation, my career objective is to utilize my operational knowledge where I can significantly contribute to the value of a premium quality organization. Additionally, I am keen to join a team that can provide me with the opportunity to grow and fully utilized my strengths in the pursuit of excellence.

### **EXPERIENCE IN U.A.E.**

Lotus Blue Marine Shipping LLC, Dubai - UAE. (2020 - 2023)  
Operation Executive / Documentation Executive/Pricing Executive

Gulf First Shipping & Logistics LLC, Dubai - UAE (2018 - 2020)  
Operation Executive

Al Mahri Genral Transport & Clearing Services, Dubai - UAE (2016 - 2018)  
Import & Export Customer Service Executive / Documentation Executive

Waterline Freight Solutions, Dubai - UAE (2014 - 2016)  
Import & Export Customer Service Executive / Documentation Executive

Al Mahri General Transport & Clearing Services, Dubai -UAE (2006 - 2014)  
Import & Export Customer Service Executive / Documentation Executive

### **KEY SKILLS:**

- Dubai Trade.
- E-MIRSAL II.
- Cargo tracking notes (CTNs-ECTN, BESC, BIETC ETC.).
- COO, FIRS & CLAIMS.
- Exit entry.
- Inspection booking etc.

### **JOB PROFILE**

#### **Export Documentation:**

- Sending emails to customers for invoice / packing list and shipping instructions.
- Passing export declaration in MIRSAL II depends on the bill types selection (as Free Zone companies have different procedures with customs for the bill type selection) by using invoice and packing list.
- Which received from customers as result of getting the clearance from customs.
- Export declaration print outs (bill of entry) will be filed according to the bill type as selected.
- Will pay the necessary documentation process fee to DP world online.
- Will submit the shipping instruction to shipping line either in their web online or manually.

- The received BL drafts will be send to customers for their confirmation and will be collected OBL from shipping line once the confirmation received from them.
- Will coordinate with the agents in Dubai for the certificates (cargo tracking note) if same has required in some discharge ports in the countries.
- Correspondence with shipping lines (for combining and splitting BLS, corrections, freight collect approval etc), agents for different cargo tracking notes and customers, through email or fax.
- Applying for all certificates required at origin if it is mandatory for the countries at destination for example, BIETC for Gabon, BESC for Cameroon, ECTN for Congo Republic, Ferry for Matadi, Congo, etc..
- Updating details with the system cargo wise software for freight forwarding.

#### **Import Clearance:**

- Will collect the delivery order from shipping line once receive cargo arrival notice from them.
- Will be filed the other documents such as invoice, packing list, certificate of origin, original bill of lading from customer.
- will start the declaration processing in MIRSAL II by selecting the bill type (as Free Zone consignee has different procedure with customs) and finally getting the clearance from customs.
- Will pay the necessary documentation process fee to DP world online
- Selecting the correct transport Haulier code as they are bringing the full container to warehouse.
- Will forward the required bill of entries, do copies to transport the place the import full to customer ware house.
- the online clearance and processing DP charges will be different depends upon selecting cargo type such as FCL, LCL, general cargo (gate pass charges) or Roro and bill type.

#### **Operation:**

- Taking orders from customers for containers.
- Booking orders with shipping line.
- E-token creation by inputting Haulier code in DP world system according to the transportation arrangement.
- Sending release to transporters to bring the empty containers from port.
- Sending acceptance to transporters to place the full export back in port.

**Globe Link Westar Shipping Services, Dubai - UAE**  
**Operation Executive**

**(2005 - 2006)**

#### **Job Profile:**

- Sorting of documents
- Data entry of shipping documents.
- Giving information to clients.
- Filing of all documents
- Correspondence through internet and email.

**Seaport International Shipping Co., Sharjah - UAE**  
**Office Assistant**

**(2003 - 2005)**

#### **Job Profile:**

- Data entry.
- Book keeping.
- Handling petty cash.
- Preparation of stock details.

## EXPERIENCE IN INDIA:

Globe Packers, Bangalore - India  
Office Executive

(1992 - 1996)

### Job Profile:

- Packing, Shipping, Air Freight, Sea Freight And Local Shifting And Also Versed In Handling Import Documentation Of Personal Effects

Falma Research Labs (Pvt) Ltd., Bangalore  
Medical Representative

(1997)

Limt, Coimbatore, Cyber  
Drome, Calicut,  
Office Executive

Chouhan Electronics Informatics (Pvt) Ltd., Bangalore (2000 - 2002) Medical  
Transcriptions

## EDUCATION:

- Degree Completed [(B.Sc. (Chemistry))]

## TECHNICAL QUALIFICATIONS:

- Diploma in Computer Application from Alphatech Institute, Calicut, Kerala.
- (MS. Windows, MS Office, Visual Basic, Dbase, Dos)
- Passed Kerala Government Technical Institute Typewriting Lower grade in 1991 from Sabi Institute of Commerce, Calicut.

## PROFESSIONAL QUALIFICATIONS:

- Medical Transcription Information Technology Enabled Service From Indian Institute Of Medical Transcription (limt, Coimbatore).

## LANGUAGE PROFICIENCY:

- English.
- Hindi.
- Tamil.
- Malayalam.

## PERSONAL INFO:

- Nationality : Indian
- Date of Birth : 23/05/1974
- Sex : Male
- Marital Status : Married
- Passport No : M-6460691
- Date of Expiry : 23/02/2025

I hereby declare that the above furnished information is true to the best of my knowledge.

**SYAMJITH A.**