



ANANDU K K

SENIOR OPERATIONS EXECUTIVE / DOCUMENTATION EXECUTIVE

CONTACT



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UAE

ABOUT ME

Handling export Documentation and over viewing the entire Customs Clearance process.
Arranging for payment of exports Bills.
Customs Duty Calculation and handling Advance licence documentation.
Co-ordinating with CHA and Freight Forwarder for status of Shipment
Co-ordinating with Delivery Agents / Transporter for Delivery of Shipments & Planning for Delivery
Preparing Daily Status Report of Imports Shipment and Tracking the movement on a daily basis.
Experience in as an operations Executive responsible for Import, Export & Logistics Operations from

Responsibilities Handled :

Handling Documentation related to Import/Export shipment by Ocean
Tracking and Update Client for Shipment Status
Collect the delivery orders from shipping line and freight forwarders and arrange clearing from Dock/CFS/
Co-Ordination with custom clearance dept for getting status and to avail required Documents.
Arranged for pick-up and delivery of goods to respective locations.
Sending & receiving RFQ from freight forwarders/shipping lines, making comparative, undertaking freight

EDUCATION

10th

E C E K union high school
Chammanadu, alapuzha
2012

+2 graduate

St augustines HSS
Aroor
2013-2014

Degree

Ba English
2021-2023

SKILLS

- Mission Coordination
- Maintenance Collaboration
- Marine Corps Planning Process Expertise
- Service and Supply Assistance
- Logistics Management
- Logistics Functions
- Logistics Coordination
- Documentation Skills
- Data Entry
- Shipment Scheduling
- Import Declaration Management
- Document Preparation
- Shipping bill filing

EXPERIENCE

July 2022 - Current
Logistics Operations Executive and Documentation executive
Transsphere logistiks private limited | Ravipuram Ernakulam, India

- Developed and implemented strategies to improve logistics operations efficiency.
- Oversaw the loading, unloading, and transportation of goods in accordance with safety regulations.
- Ensured compliance with relevant laws and regulations related to logistics operations.
- Coordinated and oversaw execution of logistics operations.
- Communicated effectively with shippers, customers and receivers regarding changes in pick up or delivery status.

January 2021 - July 2021
Warehouse Supervisor HIC-ABF special foods | Aroor, India

- Maintained and updated inventory records accurately.
- Monitored warehouse operations to ensure accuracy and efficiency.
- Directed receiving, warehousing, distribution and maintenance services.
- Created strategies for improving operational efficiencies in the warehouse.
- Supervised scheduling for freight and package shipments and managed return and transfer procedures.

January 2017 - August 2020
Printing Press Operator jaan offset printing press | Ernakulam, India

- Operated printing press to produce printed materials, including brochures, newsletters, and business cards.
- Adjusted feeder mechanism of machine to accommodate paper size being used.
- Loaded large rolls of paper onto feeder system in preparation for production runs.
- Followed detailed instructions from supervisors regarding specific job orders and production deadlines.

LANGUAGE

English
Hindi
Tamil
Malayalam
Kannada