

## **S. KISHORE KUMAR**

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### **CAREER OBJECTIVE:**

To apply for the challenging and rewarding position; where I utilize my skills, abilities and experience to benefit a progressive company offering knowledge, stability and personal enhancement in a career. To work hard with keeping safety awareness onsite at all time striving everyday to progress my career in the challenging industry.

### **WORK EXPERIENCE: 3 YEARS**

**Organization** : CMA CGM SHIPPING LINE.

**Duration** : 05/Feb/2015 to 19/Feb/2016.

**Designation** : Documentation Agent - Customer Support.

**Responsibilities** :

- Preparing Sea Export Bill of Lading.
- Control over document validation as per country regulations.
- Preparing Invoices for Sea export consignments for regular and premiere customers.
- Maintaining consignment logs to achieve the KPI.
- Internal analysis of query incurred bookings on FIFO basis.
- Knowledge of UCP, AML, L/C Trade and Sanctions.
- Control over the SLA of the bookings to improve the volume.

**Organization** : MAS LOGISTICS.

**Duration** : 11/Jun/2013 to 15/Nov/2014.

**Designation** : Operation Executive – Export & Import.

**Responsibilities** :

- New material orders planning in the event to meet buyer requirements.
- Customer query handling and provides prompt action on FIFO basis.
- Documentation control of Pre and Post shipping AIR/ SEA consignments.
- Preparing Manifest for all the Export & Import consignments.
- Field support to distribute shipping documents to relevant customer.
- Custom clearance assistance & supervision of warehouse activities.
- Transportation assistant for container movement from CFS to PORT and vice versa.
- Co-ordination with Shipping lines & IATA's to regulate the shipments in a standardized manner.
- Maintaining the Safety and Quality work culture.
- Tracking of shipments till delivery to the respective customers door step.
- Updating currency values in Domain based on-time software.
- Preparing of MSR report to submit to our management level.

## **PROJECTS HANDLED:**

Jindal Steels, ONGC, Daewoo, Hyundai, SK Networks & Engineering, Samsung Engineering, L & T, RedIndian Bikes, Woory Automotives, Nissan, Star Seiki, Vega Automotives, Flowserve, L & F; etc.

The above listed are some of the fortune companies projects which I have handled during my professional work experience so far.

## **EDUCATIONAL QUALIFICATION:**

- **Bachelor of Engineering in Electronics & Communication Engineering** in Anna University, Chennai in the pass out year of **2013**.
- **Diploma in Computer Engineering** in Government Polytechnic College, Chennai in the pass out year of **2010**.
- **Secondary School Leaving Certificate** in Vellayan Chettiar Higher Secondary School, Chennai in the pass out year of **2007**.

## **SAFETY SKILLS:**

I have undergone “Basic Offshore Safety Induction & Emergency Training” (**BOSIET**) Course under OPITO guidelines at Pondicherry Maritime Academy on the period of 11/Jul/2013 to 13/Jul/2013 to gain the practical exposure of firefighting, self rescue & survival techniques.

## **ACHIEVEMENTS:**

- Coordinator - **EMIT’12** National conference held on 23/Mar/2012.
- Poster Presentation - Participated in **IEEE** International Conference held on 28/Mar/2013 and 29/Mar/2013.

## **EXTRACURRICULAR ACTIVITIES:**

- Volley Ball - Have secured **1<sup>st</sup>** position in Annual Sports Meet of 2009 – 2010.
- Drawing - Have secured **3<sup>rd</sup>** position at State Level Competition in 2009.

## **INDUSTRIAL VISIT:**

- Have visited Thermal Power Plant (Neyveli) learnt about environmental protective practices on October 2011.
- Have visited Meteorological Research Centre (Chennai) learnt about data processing & interpretation on February 2010.

## **COMPUTER SKILLS:**

“Diploma in Computer Application (DCA)” at Delta Computer Education Centre, Chennai in the year of 2007 and I have practical knowledge in Microsoft office applications and Troubleshooting & formatting of Windows operating system.

**LANGUAGES KNOWN:** English, Tamil and Telugu. (Willing to learn new languages)

**PERSONAL DETAILS:**

Father Name : L. Suresh Kumar (Late)  
Date of Birth : 12/Dec/1991 (25 yrs)  
Residential Address : #6/6, Erattaimalai Srinivasan Nagar, Thiruvottiyur,  
Chennai – 600019, INDIA.  
Marital Status : Single  
Hobbies : Physical exercises, Playing Computer & Mobile games,  
Singing, Book binding and Gardening.  
Passport Number & Validity : L2275859 & 12/Jun/2023  
Expected Benefits : Free Food, Accommodation & Free Air travel expenses  
Present Salary (Monthly) : 30000INR (Inclusive of All Benefits)  
Expected Salary (Monthly) : As per company standards  
Notice Period : Immediate Joiner (Job seeker)

**DECLARATION:**

I hereby declare that the above particulars furnished are true to the best of my knowledge and belief.

Date: 14/May/2016

Place: Chennai, INDIA

(S.KISHORE KUMAR)