RENJITH KUMAR. P



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OBJECTIVE

A challenging position providing exposure to new ideas with a leadership role in an innovative company where my unique combination of skills and experience can be of mutual benefit.

EDUCATION

KERALA INSTITUTE OF TRAVEL AND TOURISM (KITTS)

Completion date: JUNE 2008
POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (TRAVEL & TOURISM)

KERALA UNIVERSITY

Completion date: MARCH 2006
B.sc Zoology

IATA TRAINING & DEVELOPMENT INSTITUTE

Completion date: APRIL 2008
DIPLOMA
IATA/FIATA INTRODUCTORY COURSE

EXPERIENCE

SALES CONSULTANT | AL-WASL AUTO PARTS FZE

Dates From –JULY 2014
Toyota parts export division. Handling support activities of sales and logistics.

SALES CONSULTANT | SAUD BAHWAN AUTOMOTIVE LLC

Dates From –JULY 2011 to JULY 2014
Toyota parts export division. Handling support activities of sales, logistics, warehouse and fleet coordination.

JUNIOR EXECUTIVE | AIR ASIA BERHAD AIRLINE

Dates From –JANUARY 2010 to MAY 2011
CARGO SECTION –Operations at Cochin International Airport.

IMPLANT TRAINING | AIR INDIA

Dates From –FEBRUARY 2009 to DECEMBER 2009
CARGO SECTION –Operations at Trivandrum international Airport.

INTERNSHIP TRAINING | AIR TRAVEL ENTERPRISES INDIA LIMITED

Dates From –OCTOBER 2008 to DECEMBER 2008
CARGO SECTION –Operations at Trivandrum international Airport.

MANAGER OUTBOUND | GRAND KERALA TOURS & HOLIDAYS PRIVATE LIMITED

Dates From –APRIL 2008 to JULY 2008
TOURS AND HOLIDAYS- OUT BOUND TOUR MARKETING

SKILLS & ABILITIES

☐ CUSTOMER SALES REALATED ACTIVITIES

- Handling exports activities of automobile spare parts.
- Receiving customer orders, Pricing, Quotation making, Order processing, Invoicing, Dispatching and Logistics Support.
- Planning shipments based on product availability and customer request.
- Handling international customers Mainly from Russia, Ukraine, and Tanzania etc...
- Tracking orders to ensure timely delivery.
- Preparing shipping documents like Invoice, Purchase orders, ED Template, Exit entry documents, Bill of lading instructions.
- Maintaining updated records of orders and enquiries of customers.
- Coordinating and carrying out shipment deliveries with Cargo agents in UAE to different part of the world.
- Monitoring relationships with existing customers through CRM systems.
- Maintains an active customer profile database to ensure all relevant details are up to date when required for analysis and support for sales.
- Oversee level of inventory /Warehouse stock.
- Provide information to customers about status of their orders.
- Office secretarial activities & Schedule shifts for drivers and staff
- Knowledge of logistics software's and transports Management systems.
- Knowledge of Toyota genuine spare parts EPC -Catalog

☐JOB PROFILE / RESPOSNSIBILITIES: - on cargo industry

- Handled day to day operations of Air cargo.
- Taking booking of shipment from cargo agents also the routing of shipments
- Coordinating shipment movement with airport cargo terminal authorities.
- Prepare and giving details of the load plan and handing over the shipment documents like Airway bills agent delivery copies Invoice, packing list etc.… and Customs document filings.
- Coordinate with ground staff security officers for the movement of the cargo to the flight.

- Handing over load plan to airline crew prepared by load planer.
- Supervising loading and unloading of the cargo from flight
- Fixing route stickers and tags on loose loaded Trolley, ULDS etc.
- Supervising ULD stacking ,pallet stacking and loose loads of cargo
- Knowledge of handling all types of cargos comes under IATA regulations example - Dangerous goods, Perishable goods, live animals, Human Mortal remains.
- Accepting cargo from customers taking telephonic orders from the customer arrange pickups of shipments, assembling cargos as per the designations.
- Giving freight Rate to different sectors as per the weight and dimensions determine cost according to rate books.
- Prepare freight bills accepting payments for the shipments.
- Preparing Import and Export Manifest and other relevant bills for shipments.
- Notify shipper's cargo status and answering quires and acknowledging receipt of incoming and outgoing shipments, arranging delivery orders of the shipments to the consignee's.

INTERNATIONAL EVENTS VOLUNTEERED

- India International Boat Show 2006- cochin ,Kerala.
- 11th International Film Festival- Kerala

COMPETENCIES

- Good Communication, interpersonal and consultative skills.
- Self-motivated ability to execute tasks in high pressure situation, good team player, good leadership qualities
- Strong written and oral communication skills (English, Hindi & Malayalam.
- Proficient in company Internal MIS Systems...
- Proficient in Microsoft office, Photoshop etc..

LICENCE

- UAE Driving license.

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge and belief that at all time. I shall carry myself in a manner that lends dignity to the organization and worthy enough of the person

RENJITHKUMAR.P