

# Anusree S L

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## WORK EXPERIENCE

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**Seli Overseas Shipping India Private Limited.**  
*Operations & Commercial Dept.*

**Kochi, Kerala, India**  
*June 2022 – June 2023*

### Documentation

- Handling the documentation procedures of VIP and Dubai local client's shipments.
- Coordinating with clients through mail for all the current and planned shipments.
- Preparing Bill of Lading drafts for outbound shipments from Dubai.
- Submission of Shipping Instruction, Verified Gross Mass & Load list to the Shipping Line.
- Updating Shipment status, Actual Time of Departure, Estimated Time of Arrival of vessels on a daily basis.

### Pricing & Procurement

- Coordinating with the sales team as well as Shipping lines, international agents, transportation companies to source pricing and freight information.
- Supporting sales team in assisting with quotations, provide competitive pricing as per the sales & pricing strategy determined by the supervisor and in accordance to the shipping profile and commitments.
- Maintaining strong relationships with vendors to obtain updated pricing and freight information.
- Monitoring market price level, competitor's rate variations, maintaining pricing history for cross-functional partner reference, future pricing adjustments and pricing decisions.

**Cargomar Private Limited.**  
*Internship*

**Kochi, Kerala, India**  
*September 2021 – 1 Month*

- Preparing Bill of Lading drafts.
- Handling Delivery Order, Bill of Lading for B2B clients.
- Updating job status and job register.
- Undertook a study on different departments and their respective roles in connection with their core activity.

## EDUCATION

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**Indian Maritime University, Kochi**

*Master of Business Administration – International Transportation and Logistics Management.*

*2020 – 2022*

**Amrita School of Arts and Sciences, Kochi**

*Bachelor of Business Administration – Logistics Management.*

*2017 – 2020*

## SKILLS

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**Skills:** Customer Service | Pricing & procurement | Rate negotiation | Documentation | Presentation | Reports preparation | Communication | Multitasking | Team player | Microsoft Office – Excel, PowerPoint, Word

**Languages:** English | Hindi | Malayalam

## ACHIEVEMENTS

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- Completed English STEP course conducted by The Hindu.
- Participated in Inter Campus IMO Mock Session Competition 2020-21, Topic: "Development of Measures to ensure Quality of On-board training as a part of the Mandatory Seagoing Service, required by The STCW Convention".
- Completed the Unscool Community Program as Community Influencer, which was an online internship initiative by 'Unscool'.
- Participated in Entrepreneurship Development Skilled Programme organized in association with District Industries Center (DIC), Ernakulam, Kerala.

## PROJECTS

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- Undertook a study on "Logistical Cost Reduction by Packing Optimization" from HLL Lifecare Limited, Trivandrum, India

## PERSONAL INFORMATION

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Date of Birth : 8th June 1999  
Nationality : Indian  
Gender : Female  
Marital Status : Unmarried  
Passport Number : V4444694  
LinkedIn : [www.linkedin.com/in/anusreesl](http://www.linkedin.com/in/anusreesl)

## PERSONAL QUALITIES

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- Excellent communication, presentation, interpersonal, verbal and written skills.
- Strong analytical and people management skills.
- Accuracy and attention to details.
- Ability to make sound decisions.
- Prior experience using Microsoft applications for tasks such as presentations and preparing reports.