



LOKESH PRASANTH

Junior TDR Desk Executive

Contact

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Email

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Address

Dubai, UAE

Education

Bachelor of Business Administration (Logistics and Shipping Management)

Madurai Kamaraj University
2021 - 2023

Higher Secondary School
Sri Aurobindo Mira Matric Higher
Secondary School
2019 - 2020

Skills

- Shipping Documentation & Reports Management
- Vessel Schedule Coordination
- Logistics & Supply Chain Optimization
- Attention to Detail & Accuracy
- Communication & Team Coordination
- Terminal Operations & Safety Compliance
- Problem Solving & Issue Resolution
- Proficiency in Microsoft Office (Word, Excel, Outlook)

CERTIFICATIONS & TRAINING

- Typewriting 1st Class in English (Lower Level)

PROFESSIONAL SUMMARY

- Highly motivated and detail-oriented logistics and shipping professional with a solid academic foundation and 1 year of experience in Shipping Documents within Operations Management. It is responsible for preparing, verifying, and processing all the necessary documents related to Container, vessel movements, and port operations. Strong analytical and problem-solving skills with eye for accuracy and approve before meeting deadlines. Seeking an opportunity in a dynamic shipping company to leverage expertise in shipping logistics and operational coordination.

PROFESSIONAL EXPERIENCE

Operations Executive- Terminal Departure Report

01st Jan
2024

28th Sep
2024

Documentation Desk

SIMA Marine India Pvt Ltd, Cochin, Kerala, India.

- Prepared and reviewed Terminal Departure Reports (TDRs), ensuring accuracy and timely approval.
- Communicates with shipping agents, Customer Service, customs, operations teams to ensure documentation accuracy and timely submission.
- Monitored and verified container data, ensuring accurate entry of 20's, 40's, DI20, DI40, RF20, RF40, OOG20, and OOG40 types.
- Oversaw special container loading operations (Flexi, IMCO, Flat Rack, etc.), ensuring accurate system updates and operational coordination.
- Cross-referenced booking summaries with final slot plans, ensuring alignment with stowage and compliance regulations.
- Coordinated with vessel planners for regular schedule updates, managing delays, port skips, and blank sailings.
- Participated in daily operational meetings to identify bottlenecks and enhance efficiency.

INTERNSHIP EXPERIENCE

2023

Asian Impex, Madurai, India

- Observed export documentation processes, gaining insights into regulatory requirements.
- Assisted in monitoring export loading/unloading operations to ensure compliance with international shipping standards.
- Developed a foundational understanding of end-to-end logistics and supply chain operations.

ADDITIONAL INFORMATION

- Languages: English, Tamil, Malayalam
- Nationality: Indian
- Date of Birth: 28/05/2003
- Marital Status: Unmarried
- Visa Status: Visit visa (16/05/2025)
- Availability: Immediate Joining

DECLARATION

I hereby declare that the above-mentioned details are accurate and true to the best of my knowledge.