



LOGISTICS EXECUTIVE

Varghese Eapen

OBJECTIVE

Looking towards a challenging career in a growth-oriented organization of repute in its field and an environment wherein I can utilize my qualification and experience to my knowledge, skills, and abilities for mutual growth.

EXPERIENCE

Paragon Shipping & Logistics L.L.C

July 2023 - August 2023 (Leave Vacancy)

Co-ordination with overseas agents to get freight rates and shipment delivery arrangements to DXB Airport or Jebel Ali Port. Get inquiries from customers for particular shipments and coordinate with shipping lines to match the target. Applying DO and MOFA ATTESTATION in Dubai Trade and MOFAIC respectively.

Astrogulf Freight Services LLC | Sales Coordinator |

June 2022- May 2023

Contacted customers to obtain commercial invoices and packing lists and prepared job files for all shipments. Placed bookings with shipping lines to meet consignee's orders before expected time. Followed up truckers to make sure consignments are picked and delivered to necessary places on time.

Worked as a freelancer for IT Companies and Proof reading books

CONTACT

DOB - 11th May 1986

Mobile +971 56 9407379

Visa Status - Visit Visa till 28th July 2024

Email: varghese.eapen2010@gmail.com

Marital Status: Married

EDUCATION

NEW INDIAN MODEL

SCHOOL, Dubai (12TH STD)

MADRAS CHRISTIAN

COLLEGE, CHENNAI (BBA)

SKILLS

Communication

Teamwork

Experienced with using softwares such as S.A.P, Excel, Zybo, ERP and Flair.

LANGUAGES

English

Hindi

Malayalam

Tamil

**Compass Ocean Logistics|Operations Executive|
April 2016 – Jul 2017**

Checking stock availability, entering data and updates in the system sending charge related details to clients, finalizing billing once approved by clients. Following up relating to incoming materials and outgoing finished products to ensure prompt delivery to customers.

DSV AIR AND SEA LLC

|Operations Executive| April 2013 – Feb 2016

Receive export files from warehouses, enter cargo details in the shipping line websites, verify details with the back office. Send invoices, packing lists and other relevant documents including originals to various international destinations. Close files and conclude billing.

AL FUTTAIM LOGISTICS

|Customer Service Representative| Nov 2010 – Jan2013

Responsible for the success or failure of delivery schedules. Receive client orders through email, prepare pick lists and send them to the warehouse for picking. Ensure that the orders are packed and ready for loading in delivery trucks. Pass bill of entries and arrange for gate passes to be issued to drivers. Receive, enter and confirm orders in the S.A.P. system, update stock reports. Send daily warehouse reports to clients. Monitor deliveries and ensure customer satisfaction.