

## RESUME



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Jakeer.kpct@gmail.com

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### WORK EXPERIENCE

7 years 8 months

#### Name

Shaik Jakeer

#### AGE

30

### LEARNING & DEVELOPMENT

- Support the Department by transferring knowledge and mentoring others as appropriate.
- On field training program for better understanding of processes and procedures

### HEALTH & SAFETY

Follow and instruct to staff on safety procedures as per industry standards by wearing Personal Protection Equipment (PPE) on field

### ROLES

- Business Development
- Customs Liaising
- Terminal Operations
- CFS activities
- Management Information System

## Education

### **Master of business administration degree (MBA)**

Sri Venkateswara University  
Thirupathi  
Andhra Pradesh

Completed, May 2013  
71%

### **Bachelor of Degree**

SDHR Degree college  
Sri Venkateswara university  
Rayachoti,  
Andhra Pradesh

Completed, May 2011  
72%

## Work Experience

### **February 2014**

**Supervisor** - vessel operation

Krishnapatnam port Company LTD

April 2016 Current

### **Executive – Documentations**

Krishnapatnam port Container Terminal

Private Limited Nellore, Andhra Pradesh

## Job Profile

- Independently handling vessel / port operations
- Team building / team management / team motivation
- Monthly target fulfillment
- Promotional activates
- Ensure customer Relationship management tools (salesforce.com and other) are updated on time and with high-quality data
- Manage assigned customers and budget base: pursue and secure business in line with the corporate regional & cluster objectives within the GFF Sales channel
- Research and understand the territory to identify and establish business contacts with potential customers
- Communicate significant trends, Rate changers and policies to assigned accounts
- Strong sense of urgency, independent, creative and resourceful

## Import

- Extraction of Import General Manifest (IGM) from the EDI document for all the containervessels
- Generates Import Advance List (IAL) and forwards to terminaldocumentation
- Receives discharge report from the documentation to cross verify withIAL
- IGM amendments on request with the customsapproval
- Identify the Customs House Agent/FreightForwarder/Consignee
- Receives the list of selected containers to scan from the EDIteam
- Communicates Cargo Arrival notice (CAN) to the concern stake holders with highlighted containers selected forscan
- Receives the scan documents approved by the customs withacknowledgement
- Follow-up for the importclearance
- On request placement for the customsexamination
- Follow-up for Delivery Order(DO)
- Plan of confirmation for SDS/Factorydelivery
- Follow-up for empty containerreturn
- Container/Cargo delivery plan andrecord
- Forward import delivery report to finance for billing

## Export

Export projection to plan the resources on daily basis

- Plan of cargo Carting & Stuffing
- Tracking of cargo rake movement
- Updates on vessel planning report for CFS transactions update on vessel schedules

## Warehouse operations

- liaise with customers, suppliers and transport companies
- coordinate and monitor the receipt, order, assembly and dispatch of goods
- use space and mechanical handling equipment efficiently, making sure quality, budgetary targets and environmental objectives are met
- have a clear understanding of the company's policies and vision and how the warehouse contributes to these
- respond to and deal with customer communication by email and telephone
- keep stock control systems up to date and make sure inventories are accurate
- plan future capacity requirements
- motivate, organise and encourage teamwork within the workforce to ensure productivity targets are met or exceeded
- produce regular reports and statistics on a daily, weekly and monthly basis
- brief team leaders on a daily basis
- visit customers to monitor the quality of service they are receiving
- maintain standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals and food are stored safely
- oversee the planned maintenance of vehicles, machinery and equipment
- where appropriate, oversee the maintenance and operation of warehouse management systems and automated storage and retrieval systems.
- Organizing and storing Inventory
  
- Integrating and maintaining a tracking software, like a warehouse management system
- Overseeing the integration of new technology
  
- Maintaining the warehouse facility
  
- Selecting picking routes

## Technical Experience skills

- CFS MAG
- DASHBOARD
- E-XPRESSWAY
- PORT-ENTRY APPLICATION
- NAVIS
- N-4
- VGM
- CFS

## Management Information System

- Update and maintain the master data for Import, Export, Cargo rates, container rates CFS & ICD movement
- Forward and courier the invoices to the concern stakeholders for their reference
- Maintain the receivables data and follow-up for the collection
- Master data analysis
- Retrieve lost customer data
- Import and Export ageing record maintenance

## Languages

- Telugu
- English
- Hindi
- Urdu

## Personal Interests

- Travelling
- Learning new things
- Music
- Playing Cricket.

## Personal Details

Father's Name:	Mr. Mahaboob Basha	Marital Status:	Married
Birthday:	April 1991	Nationality:	India
Gender:	Male		

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