

New No.3, Old No.2,
Nehru Street, Anna Nagar,
Pammal, Chennai – 600 075.

M.G.MUTHU KUMAR

Email:leomuthu2014@gmail.com

Mobile No.9677060031 & 9710528188

Objective:

I always strive to achieve the highest standard possible, at any given task and in any situation. I am accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects and priorities at the same time.

EDUCATIONAL QUALIFICATIONS

- BA Economics - Presidency College, Chennai.
- HSC - Ramakrishna Mission Higher Sec. School, Chennai.
- SSLC - Ramakrishna Mission Higher Sec. School, Chennai.

TECHNICAL QUALIFICATIONS

- Typewriting English

COMPUTER PROFICIENCY

- MS Office

PROFESSIONAL PROFILE

- From May 2011 – October 2018 Worked in ROYAL AGENCIES., Chennai as ADMIN Cum DOCUMENTATION EXECUTIVE – IMPORTS & EXPORTS

DOCUMENTATION & CUSTOMER SERVICE:- (CHA)

- Follow up with Importers and Exporters Collecting the Proper Documents for Shipments as per Customs requirement.
- Knowledge in reading Customs Tariff with proper HS Code for suitable Commodities.
- Filing Bill of Entry & Shipping Bills with no Corrections in all kind of Schemes i.e EOU, EPCG, DEEC, NFEL, RE-EXPORT etc.,
- Coordinating with All Freight Forwarders to get Delivery Order / Arrange the Operation Representatives for Customs Clearance / Hand Over the cargo as per Schedule
- Value Added Services to Customer – Fumigation, PQ, ADC, DBK Clearance & Survey (if required)
- Submit dockets to accounts with proper Supporting Documents for Billing
- Updating Shipment Status to Customer Day by Day and Sending DSR (if required)

ADMINISTRATION:

- Maintaining e-datas of all the shipment details.
- Purchasing and maintained office supply inventories, always being careful to adhere to budgeting practices.
- Scheduled and coordinated meetings, appointments and travel arrangements with accommodation.
- Arranging for monthly review meetings with the management and the staffs and annual get together meeting.
- Maintaining the AMC of PCs as well as other office equipments.
- Maintaining the renewal of the BOE / SB filing software.
- Managing travel & expense reports for department team members.

- **From August 2003 to April 2011 with VICTORIYA INFO SERVICES as CO ORDINATOR**
- Coordinating with the customers their demands and needs.
- Organizing Customer & Executives for Sales & Services.
- Reporting to the management about the progress on a daily basis.
- Organizing monthly meeting with the management and the executives and reviewing their progress.

- **From June 1999 to July 2003 with DHANUSH ENTERPRISES as COLLECTION EXECUTIVE**

- Collecting Due Payments for Household Products & Two Wheelers For CITI BANK.
- Achieving at least 80% of the given target monthly.
- Reporting the management of the day-to-day status.
- Coordinating between the customer and the management.

LANGUAGES KNOWN

- English
- Tamil

PERSONAL DETAILS

Name : M.G.Muthu kumar
Father's Name : M.Gnanaprakasam
Date of Birth : 12th June 1976
Age : 43 years
Nationality : Indian
Religion : Hindu
Marital Status : Single
Permanent Address : New No.3, Old No.2,
Nehru Street, Anna Nagar,
Pammal, Chennai – 600 075.

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Place: Chennai

Date:



(M.G.MUTHU KUMAR)