

## **MOHAMED ISSAM. J**

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### **CAREER OBJECTIVE:**

I have more than 4 years of experience in Logistics Coordinator and support process, seeking to obtain a responsible position in logistics management where my skills, knowledge and experience will be contributed towards the personal growth and the achievement of the company commercial goal.

### **JOB PROFILE**

- Bill of Lading processing
- Import & Export Shipment process.
- Rates and Invoice
- Arrival Notices Monitoring.
- Working with Multimodal Transport Documentation.

### **ACADEMIC QUALIFICATION**

Degree : **B.sc Computer Science**  
Year : 2012 - 2015  
College : Jamal Mohamed College, Tamil Nadu, India.

### **CAREER SUMMARY**

**HAPAG LLOYD GLOBAL SERVICE PRIVATE LIMITED, CHENNAI - May 2018 - Jan 2020**

#### **COORDINATOR – CUSTOMER SERVICE**

- Prepared bill of lading and processed shipping instruction.
- Handled all kind of shipments such as General Cargo, Hazardous Cargo, Combined, and Split Shipments
- Checked the rate for each bill process to make sure all the required documents available as per the export/import country requirements.
- Quality check of the bill of lading
- Processed correction request from the customer and solve the problems in a timely manner.
- Processed export documentation according to customs regulations, laws, and procedures.
- Communicated with customer, regional office, and overseas agent for handling documentation issues.
- Released the BL / SW copy before checking the payment confirmation

**FIRST SOURCE LIMITED, CHENNAI - Nov 2015 – May 2018**

**PROCESS ASSOCIATE**

- Worked with MOLINA HEALTHCARE SERVICES project located in USA
- Enrolled members in payer system and modified the members account based on the client side given data.
- Reviewed & analyzed the monthly invoice for the entire members account as per Client rule & US act.
- Reviewed of Error Message type and deal with the claims to solve the issue given by the Insurance Company
- Reviewed and Resolved the Authorization & Eligibility issues

**PERSONAL SKILLS**

- Excellent time management skills
- Team focused, Customer focused & Adherence to high customer service standards
- Ability to learn advanced skills and implement to the work asap
- Adaptable and Adjustable to any Atmosphere
- Strong Motivational skills and Attitude of Never give-up

**COMPUTER SKILLS**

- Operating System : Windows Group
- Application : MS-Office

**PERSONAL DETAILS**

Date of Birth : 5, April 1995  
Nationality & Religion : Indian, Muslim  
Marital Status : Married  
Languages Known : English and Tamil  
Permanent Address : Pudukkottai, Tamil Nadu, India  
Present Address : Dubai, UAE  
Passport No : U6849396  
Visa Status : **Visit visa Valid till 24<sup>th</sup> August 2022**

**DECLARATION**

I hereby declare that the above furnished information is true and to best of my knowledge.

Signature

Date:

Mohamed Issam J