

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 24th August 2022**

DECLARATION

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

Signature

Date:

Mohamed Issam J