

CONTACT

Aswin Renjith

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OBJECTIVE

To secure a responsible position in a reputed organization where I can apply my experience in documentation logistics operations purchasing and billing while contributing to the growth of the company and developing my career.

EXPERIENCE

2016 to - 2017

- **Documentation and operation executive**
MONCO LOGISTICS (P) LIMITED (W/ISLAND, COCHIN-6820 03)
 - Managed import and export documentation and operations efficiently. Prepared and verified checklists and bill of entry for export /import documentation to ensure accuracy and compliance with customs requirements.
 - Coordinated with customs officials, shipping lines, transporters, and clients to ensure smooth cargo movement.
 - Handled customs clearance ,customs examination, stuffing , including cargo handling, shipment tracking, and ensuring timely clearance.
 - Verified documents for accuracy and compliance with customs regulations and procedures.
 - Communicated with customers to provide shipment updates and resolve issues promptly.

2017 - 2019

- **Documentation and operation executive**
UNITED MARINE AGENCIES (W/ISLAND, COCHIN-6820 03)
 - Managed import and export documentation and operations efficiently. Prepared and verified checklists and bill of entry for export /import documentation to ensure accuracy and compliance with customs requirements.
 - Coordinated with customs officials, shipping lines, transporters, and clients to ensure smooth cargo movement.
 - Handled customs clearance, customs examination, stuffing, including cargo handling, shipment tracking, and ensuring timely clearance.
 - Verified documents for accuracy and compliance with customs regulations and procedures.
 - Communicated with customers to provide shipment updates and resolve issues promptly.

2019 - 2021

- **Documentation executive**
Master marine Services India Pvt Ltd (Freight forwarding agency)
Vallarpadam, Ernakulam, Kerala 682504
 - Prepared Export General Manifest (EGM) for export containers and ensured timely submission for major shipping lines such as CMA CGM, MSC,
 - Verify all relevant documents and issue Form 13 for gate-in/out

approvals and coordinated with terminal authorities.

- Coordinated with customs, shipping lines, CFS, transporters, and clients to ensure smooth movement of cargo.
- Checked draft BL, vessel schedules, container status, and ensured all documents complied with port and customs regulations.
- Supported operational work like container tracking, stuffing updates, seal verification, and filing documentation.

2022 - Till Date

• **BRANCH MANAGER**

Bin Khamis International Trading Company(AI Aziziyah, Riyadh Saudi Arabia)

- Managed purchasing activities by identifying required stock, contacting suppliers, requesting quotations, and coordinating orders.
- Prepared and maintained billing and invoice entries for daily sales and purchase transactions.
- Checked and recorded incoming and outgoing stock in the godown to maintain accurate inventory.
- Coordinated with suppliers and delivery staff to ensure timely delivery of goods.
- Verified product quantities, rates, and quality before finalizing purchase entries.
- Prepared daily reports, updated stock registers, and ensured accurate data entry in company software.
- Assisted the accounts team by providing purchase bills, sales invoices, and stock records as required

EDUCATION

2019

- **Madurai Kamaraj University**
Bsc maths(distant degree)

2016

- **Government Polytechnic College, Kalamassery**
Advanced Diploma in Logistics & Retail Management(Government Polytechnic College)

2014

- **MHSS CHERAI**
biology(HIGHER SECONDARY)

SKILLS

- Export Documentation (EGM, CLP, Form 13) • Shipping Line Documentation (CMA, MSC, Evergreen, Maersk) • Customs & Port Procedures • Container Tracking & Vessel Schedule Coordination • Documentation Filing & Data Accuracy • CFS / Terminal Coordination • VGM & Shipping Bill Handling Operations & Warehouse Skills • Stock Management & Inventory Control • Incoming/Outgoing Goods Verification • Store & Godown Operations • Product Quality Checking • Supplier Coordination Purchasing & Billing Skills • Purchase Order Preparation • Supplier Communication • Invoice & Billing Entry • Daily Sales/Purchase Record Keeping • Basic Accounting Support • Price & Quantity Verification Computer & Software Skills • MS Word, MS Excel, MS PowerPoint • Email Communication • Basic ERP / Billing Software • Data Entry & Reporting Communication & Team Skills • Customer Communication • Team Coordination • Time Management • Problem Solving • Fast Learning

LANGUAGES

- Malayalam
- Hindi
- English
- Tamil
- Arabic

PERSONAL DETAILS

- Date of Birth : 21/08/1995
- Marital Status : single
- Nationality : Indian
- Place : Ernakulam, kerala