



ADARSH K.P

DOCUMENTATION ASSISTANT EXECUTIVE

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- Dubai, UAE
- linkedin.com/in/adarsh-k-p

KEY SKILLS

- Documentation
- Shipping Coordination
- Transportation and Logistics
- Regulatory Compliance
- Record Keeping
- Quality Control
- Risk Management
- Vendor Management
- Regulatory Reporting
- Data Analysis
- Attention to Detail
- Problem Solving
- Communication Skills

EDUCATION

2021
ADVANCE DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT
LSC University - London College

2019
BACHELOR OF BUSINESS ADMINISTRATION
Sikkim State University

PROFESSIONAL PROFILE

Detail-oriented and results-driven Import-Export Documentation Assistant Executive with 1 year of experience in a proven track record in facilitating smooth and compliant international trade operations. Adept at preparing and managing shipping and customs documentation, ensuring accuracy and adherence to regulatory requirements. Skilled in coordinating with diverse stakeholders, including suppliers, freight forwarders, and customs officials, to streamline the import-export process. Demonstrated ability to maintain up-to-date knowledge of trade regulations and implement efficient documentation procedures for optimal operational efficiency. Seeking a challenging role as an Import-Export Documentation Assistant Executive where my expertise in handling documentation processes and ensuring compliance with international trade regulations can contribute to the success of the organization.

WORK EXPERIENCE

06.10.2022 – 11.10.2023 | IMPORT-EXPORT DOCUMENTATION ASSISTANT EXECUTIVE
MEDITERRANEAN SHIPPING COMPANY

- Managed import and export documentation for Greece utilizing software such as Transport Management System, Citrix, Excel, and Outlook.
- Drafted emails, assigned contracts, and conducted audits on processed contracts.
- Oversaw Transport Management System (TMS), updated validity, and created new lanes as required.
- Utilized the One-vision tool to precisely determine pricing, ensuring alignment with approved ocean rates and meeting liner requests and global business standards.
- Maintained and updated rates and their validity on the Universal website consistently to accommodate the dynamic demands of the business.
- Participated in Named Account Creator (NAC) activities, creating name holders as per booking processing requirements.
- Managed various responsibilities, including email drafting, task delegation, audit management, team leadership, and resolving queries associated with liner requests.
- Assisted and supported colleagues in the documentation team, provided guidance, training, or shared knowledge to enhance overall team performance.
- Track shipments and provide updates to relevant stakeholders.
- File and archive documentation in accordance with company policies and regulatory requirements.
- Generate and edit documents, reports, and presentations.
- Ensure that documents adhere to company standards and formatting guidelines.
- Input and manage data in databases, spreadsheets, and other relevant systems.
- Verify accuracy and completeness of data, making corrections as necessary.
- Maintain an organized and easily accessible filing system for physical and digital documents.
- Assist in the development of documentation standards and best practices.

TECH SKILLS

- MS Word
- MS Excel
- MS Outlook
- MS Teams
- MS PowerPoint
- TMS
- Pricing
- Audit
- Citrix

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

Gender : Male

Date of Birth : 12.12.1996

Nationality : Indian

Marital Status : Single

INTERESTS



Music



Games



Sports

CERTIFICATION

- Logistics, Supply Chain and Retail Management (LSC)
- International Shipping and Export Import Management (LSC)
- Advanced Diploma in Logistics & Supply Chain Management (NSDC)
- Career Development Council Of (AMS)
- Knowledge in SAP Materials Management, Warehouse Management and Sales & Distribution

PROFESSIONAL QUALIFICATIONS

- Advance Diploma in Computer Application

PASSPORT DETAILS

Passport No : N6021240

Date of Expiry : 12.01.2026

Visa Status : Visit Visa

DECLARATION

hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and hold the responsibility for the correctness of the above-mentioned particulars.

ADARSH K.P