



# ZEESHAN SAQIB

## CONTACT DETAILS

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triplicane, Tamil Nadu

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📅 27 Nov '98

## CORE SKILLS

Vendor management  
Operations management  
Customs Documentation  
Cargowise  
Logisys  
ERP  
Attention to detail  
Process improvement  
Adaptability  
Communication  
Teamwork  
Leadership ability

## LANGUAGES

English  
Tamil  
Hindi  
Urdu

## STRENGTHS

Problem solving  
Detail orientated  
Teamwork  
Communication

## OBJECTIVE

Detail-oriented logistics professional in export/import operations, customs clearance, and freight forwarding. Skilled in creating MBL/HAWB, handling FCL/LCL shipments, and coordinating with co-loaders. Experienced in preparing export and import checklists and managing SB, BOE, OCC documents, and customs queries. Proficient in ERP systems to streamline order tracking and logistics workflows. Focused on driving efficient, compliant, and timely supply chain operations.

## EDUCATION

Measi institute of management MBA	2020 – 2022 78%
The new college (Autonomous) BBA	2017 – 2020 71%
Islamiah boys higher secondary school HSC	2015 – 2017 66%
Islamiah boys higher secondary school SSLC	2014 – 2015 80%

## INTERNSHIP

Lernovate ecommerce Operations management	Jun 2021 – Aug 2021
Orthomed hospital co-ordinator	Jun 2022 – Aug 2022
LBH Aviation Booking/offline sales	Oct 2022 – Sep 2023

## EXPERIENCE

EDI executive Cargo channels pvt Ltd	Oct 2023 – Sep 2024
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### Responsibilities

Developed and maintained checklists for import and export operations to ensure compliance with customs regulations and company policies.  
Communicated with customers to gather necessary information and documentation for import/export transactions.  
Followed up with customers to ensure timely submission of required documents and resolved any issues or discrepancies.  
Prepared and finalized documentation, including the bill of entry for imports and the shipping bill for exports, in compliance with customs regulations.  
Coordinated with internal departments, freight forwarders, and customs brokers to facilitate the smooth movement of goods through the import/export process.  
Maintained accurate records of import/export transactions, including documentation, shipping schedules, and customs clearance status.  
Monitored and tracked shipments to ensure on-time delivery and resolved any delays or issues that arose.  
Stayed updated on changes to import/export regulations and procedures and ensured compliance with all applicable laws and regulations.

Operations executive Clasquin India pvt ltd	Sep 2024 – Mar 2025
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### Responsibilities & Achievements:

Hands-on experience in handling end-to-end freight forwarding operations using CargoWise, including job creation, documentation, and shipment tracking.  
Proficient in generating House Bill of Lading (HBL) and House Air Waybill (HAWB) through CargoWise for both import and export shipments.  
Handled logistics operations for a key shipper, ensuring timely updates, accurate documentation, and priority service.

Analytical  
Quick decision making

Handled weekly bulk shipments for a key consignee, consolidating cargo from multiple shippers, coordinating schedules, documentation, and freight bookings. Managed air, sea, and road freight operations, ensuring accurate and timely documentation to meet global compliance standards.  
Maintained and updated a live MS Office tracking sheet (Excel/SharePoint) shared with the shipper and internal teams, providing real-time visibility of shipment status, ETAs, and documentation flow.  
Prepared and updated the DSR (Daily Status Report) to monitor and communicate ongoing shipments and exceptions.  
Coordinated with shipping lines, airlines, customs brokers, and transporters to ensure smooth cargo movement and timely deliveries.  
Reviewed and validated shipping documents such as commercial invoices, packing lists, and bills of lading for customs and regulatory compliance.  
Contributed to process improvements by leveraging CargoWise reporting tools to identify bottlenecks and improve workflow efficiency.

## CERTIFICATIONS

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Operations management Lernovate e commerce	Jul 2021
Hardware and networking SRM computer centre Obtained A+	Mar 2016

## ACHIEVEMENTS

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Rotaract officer Measi institute of management	2022
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## PERSONAL SKILLS

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- Eagerness to know and learn something.
- Emotional intelligence
- Competent to maintain interpersonal communication and relations with others.
- Attentive listener and effective oral communication skills.
- Outside the box thinker, can come up with creative solutions that can be a real asset in any role.
- With convincing facts and arguments, has the ability to persuade and influence others.

### Declaration:

I hereby confirm that all the details furnished above are authentic and accurate to the best of my belief.

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