Rhea Fernandes

Freight Forwarder · Air and Ocean

freight-forwarder@example.test
Dubai, UAE

Experience

2021-03 – Present **Freight Forwarder**
Mallow Gulf Freight Services

- Coordinated 145 export bookings over two peak quarters, including ocean consolidations through Jebel Ali and time-sensitive air consignments. Confirmed milestone updates with overseas agents.
- Reduced final-week document holds from 18 to 6 across comparable month-end periods by checking commercial invoices and packing lists one day before the booking cut-off.
- Managed 21 shipment exceptions from rolled sailings and late collections. Rebooked feasible departures, checked revised charges and notified clients before the replacement cut-off.
- Prepared supporting documents for the appointed broker and kept customers informed of missing information. The broker processed customs declarations and advised on release status.

2018-06 – 2021-02 **Export Operations Assistant**
Harbour Acacia Logistics

- Prepared air waybill and bill of lading instructions from customer records. Reconciled package counts and gross weights against the warehouse receipt.
- Tracked departures and arrivals on carrier portals. Updated the exception log and assigned outstanding proofs of delivery to the correct destination partner.

Education

BCom International Trade
Konkan College of Commerce
2018

Summary

Freight forwarder handling air exports and ocean consolidation from Dubai. Coordinates carrier bookings, shipper documents and overseas handovers, with particular attention to cut-offs and amended bookings.

Skills

Air and ocean bookings · Consolidation · Shipping documentation · Carrier coordination · Exception tracking

Languages English · Hindi · Konkani