

***NILESH***

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**RESUME**

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| Objectives |

To join a professional well reputed company where I can grow and make better use of my potentials.

Enhance my ability & knowledge in the field of Shipping & Customs.

To achieve a position in professional environment that offers excellent opportunity in terms of growth and rewards & thereby contributes to the Success of the organization.

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| Career Profile |

* Highly organized and dedicated with a positive attitude, quick Learner.
* Able to handle multiple assignments under high pressure and consistently meet tight deadlines.
* Thrive on working in a challenging environment.
* Punctual and result oriented.
* A good team player with patience and diplomatic skills, Good communication skills and ability to work in a team environment.
* Hardworking, honest and dedicated.

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| Experience Summary |

Well experienced in various aspects Import and Export as well as Documentation and Custom Clearance Formalities. Also gained good exposure in the accounting Procedures of Shipping industry.

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| Professional Experience |

**Currently Working in FAST FORWARD CARGO LLC SINCE FEB 2013**

Job Profile:

* Handling Exports & Imports Shipment ….
* Passing the Documents for EXPORT …
* Handling Pricing for Export Shipments /LCL Shipment.
* Handling Transportation Department.
* Coordinating with customers regarding the exports things.
* Invoicing and Administrative Duties.
* Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
* Coordinating with shipping lines about the shipments.
* Also well known about the Certificates which is needed for some countries while exporting as ECTN,CNCA ,FERI CERTIFICATE ETC
* Working in JUPITER as entering all the costs ,preparing HBL ,preparing Vendors …

**Operations Co-ordinator – 2007 – Nov 2012.**

**SDS Shipping & Transports - Mumbai, India.**

Job Profile:

* Preparation of Documents for Import/Export like the Annexure, Bill of Lading and shipping orders to route materials.
* Processing and completing formalities with respect to Customs.
* Invoicing and Administrative Duties.
* Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
* Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.
* Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes.
* Contact carrier representative to make arrangements and to issue instructions for shipping and delivery of materials.

**Pro Logix Cargo & Logistics – Mumbai, India**

Job Profile:

* Administrative duties in Logistics, Clearing & Forwarding and Freight Forwarding.
* Obtaining, checking and preparing documentation to meet customs and insurance requirements, packing specifications, and compliance with overseas countries' regulations and fiscal regimes.
* Offering consolidation services by air, sea and road - ensuring cost-effective and secure solutions to small shippers with insufficient cargo to utilize their own dedicated units.
* Liaising with third parties to move goods (by road, rail, air or sea) in accordance with customer requirements.
* Arranging insurance and assisting the client in the event of a claim.
* Working closely with customers, colleagues and third parties to ensure smooth operations to deadlines.
* Arranging payment of freight and other charges, or collection of payment on behalf of the client.

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| Academic Qualifications |

**Pursuing a Diploma in Indian Foreign Trade through the** EXPORT TRADE AND TRAINING INSTITUTE focusing on the below areas

* International Marketing
* Export Finance, Banking & Exchange Regulations
* Export Procedure & Documentation
* Import Procedure
* Foreign Trade Policy

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| Computer Skills |

MS Office, Internet and Mail Applications

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| Personal Details | |
| Date of Birth | 5 December 1983 |
| Sex | Male |
| Marital Status | Married |
| Languages Known | English, Hindi, Marathi |
| Nationality | Indian |

Visa status : Visit Visa valid upto MARCH 2019