*SURJEET*

[*SURJEET.334229@2freemail.com*](mailto:SURJEET.334229@2freemail.com)

**CAREER OBJECTIVE**

**Seeking a position in an Organisation, Where there is an opportunity to exhibit strengths and Enhance Skills by utilising myself as a resource for all kinds of challenging jobs and upgrading my knowledge and skills from time to time.**

**EDUCATION**

* **Bachelor Of Commerce (B.COM (Prog.)) from Delhi University**
* **GNIIT (Business System And Information Management) from NIIT**

**(3yrs Diploma)**

**COMPUTER SKILLS**

* **Ms Office and Advance Excel**
* **SQL**
* **Knowledge In Customs Documentation**
* **Electronic Data Interchange (EDI)**

**STRENGHTS**

* **Sincerity & Punctuality**
* **Self motivated**
* **Positive attitude**
* **Hard working nature**
* **Dedication for committed work**

**HIGHLIGHTS**

* **Customer Service Professional**
* **Familiar with Air/Sea procedures / Documentation**
* **Monitoring & reporting**
* **Scheduling**
* **Invoicing**
* **Quote preparation**

**WORK EXPERIENCE**

**World Line Cargo Movers: New Delhi, India**

**World Line Cargo is a Custom House Agent (CHA) and freight forwarding company, having primary customers from U.K. as well as Europe.**

**Job Title:**

**Air Export/Import Executive: (Jun-2011 to Apr-2015)**

* **Process all orders and documentation, and provide detailed information.**
* **Contact vendors to obtain pricing, tracking and scheduling**
* **Draft invoices for both import and export services**
* **Arrange to send pre alerts to destination office.**
* **Update shipping instructions and provide checking copy to booking parties.**
* **Finalizing AWB and B/L.**
* **Coordinate with destination office for arrival and delivery status of shipments..**
* **Checked shipment statuses and provide information to clients**
* **Respond to and quickly resolve customer service issues.**
* **Prepare daily/ weekly/ monthly reports.**
* **All documentation work related to import and export shipment of Air / Sea.**

**SHIKHAR LOGISTICS PVT LTD: NOIDA, INDIA**

**Shikhar Logistics is a freight forwarding and logistics company, Having primary customers from U.S.A, Europe, and U.K.**

**Job Title:**

**Overseas coordinator & Senior Executive: (May 2015 to Current)**

* **Communicate with domestic and international customers/overseas agents to provide information.**
* **Handling cross trade Air/ Sea shipments /nomination shipments.**
* **Negotiating rates with the shipping line /Air Line and quote to customers .**
* **Inspecting and verifying all documentation for accuracy and problems.**
* **Give instructions to team to release bookings/ HBL’S/ MBL’S/AWB’S/ local invoice/ overseas invoice**
* **Update shipper regarding onboard confirmation, transshipments details, arrival date & delivery date.**
* **Contact vendors to obtain pricing, tracking and scheduling.**
* **Compile tracking and service reports for management.**
* **Improve efficiency by streamlining paperwork processing.**
* **Coordinating effectively with customers and staff, and distributing all documents in a timely manner.**
* **Arranging shipment on FOB and Ex-works basis (Air and Sea).**
* **Handling DDU and DDP shipment**
* **Research issues and resolve quickly to maintain customer satisfaction.**
* **Proper Communication with ports and shipping line regarding arrival and discharge**

**DECLARATION**

**I hereby declare that the above-mentioned information is true to best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.**