NAME : BHUPESH KUMAR SINGH - **CV No 2021442** 

**CURRICULUM VITAE**

**OBJECTIVE**

To work in a globally competitive environment where I can utilize my knowledge, effort and skills efficiently in the field of FMCG / Shipping and Logistics in order to benefit the organization and myself.

**WORK EXPERIENCES**

**Having Two years and Nine months work experience in FMCG, Shipping and Logistics Industries.**

**1. WATANMAL INDIA PVT. LTD., CHENNAI Jan 2015 to Nov 2016**

**POSITION: JUNIOR EXECUTIVE**

**ROLES AND RESPONSIBILITIES: DOCUMENTATION**

##### (Products – Tomato Paste, Edible Oil, Margarine, Mayonnaise, Sardines, Mackerel, Pilchards & Safety Matches)

**Post-Shipment Documentation Task**

* Prepare the shipment documents as per the client need as well as according to LC requirement (Invoice, packing list & COA and other Certificates).
* Obtain the certificates (COO, Health, Phytosanitary, Manufacturer, Fumigation Certificates) from Government Authorities.
* Prepare the covering letter to inspection agency (BV,SGS Intertek, Cotecna etc) with all requisite shipment details with supportive documents for obtain Clean Report of Finding (CRF).
* Prepare the inspection report along with CRF reference and forward to client for smooth cargo clearance.
* Prepare Collection Order, Draft and its dispatch to concerned Banks.
* Dispatch the documents through bank to client (if payment term is D/P, D/A & LC)
* Request for Telex Release with various Shipping Liners.
* Preparation of Weekly / Monthly reports.

**2. HAPAG –LLOYD GLOBAL SERVICES PVT. LTD., CHENNAI Aug 2013 to Oct 2014**

**POSITION: AS AN ASSOCIATE**

**ROLES AND RESPONSIBILITIES:**

**Documentation Process-**

* Creation of Bill of Lading based on Shipping Instruction
* Sending Draft OBL to Shipper.
* Corrections and amendments of OBL upon Shipper requirements.
* Communication with Clients via email.
* Update and Distribute Freight Invoicing**.**

**ACADEMIC PROFILE**

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| --- | --- | --- | --- |
| **DEGREE/COURSE** | **INSTITUTE** | **UNIVERSITY/ BOARD** | **AGGREGATE** |
| MSc. IT. Integrated | Department of Computer Sciences & Engineering  Faculty of Engineering and Technology | Annamalai University  Tamil Nadu | 8.34 (OGPA) |
| H.S.S.L.C | Laban Bengalee Boys’ Higher Secondary School | Meghalaya Board of School Education (MBOSE) | 60.2% |
| S.S.L.C. | Laban Bengalee Boys’ Higher Secondary School | Meghalaya Board of School Education (MBOSE) | 66.0% |

**STRENGTH**

* Good communication; Self confidence and learning attitude.
* Ability to adapt any situation; hard working nature and perseverance.
* Positive thinking commitment and dedication.

**TECHNICAL SKILLS**

* HTML; MS Office ; Outlook; Windows.
* Proficiency in Excel - Sum Formulas; Logical Formulas; Text Formulas, Lookup.
* Formulas; Statistical Formulas; Pivot Table; Pivot Chart; Data validation; Hyperlinks.

**EXTRA CURRICULAR ACTIVITIES**

* Completed BBA degree Directorate of Distance Education, Annamalai University.
* Attended Youth Red Cross Workshop on “Life Saving Skills”.
* Attended Edu Care Workshop on “Soft Skills”.
* Undergone In-plant Training in BSNL (Shillong).

**HOBBIES**

* Listening to music; Travelling to new places; Working on computer.

**PERSONAL DETAILS**

Father's Name : Shri Arjun Singh

Mother’s Name : Smti Sushila Devi

Date of Birth : 01.02.1990

Gender : Male

Marital status : Single

Languages : English, Hindi, Tamil, French

**DECLARATION**

I hereby declare that above information furnished by me is correct up to the best of my knowledge.

Place : Patna Yours Sincerely,

Date : Jan 2017 **BHUPESH KUMAR SINGH**

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| **BHUPESH KUMAR SINGH – CV No 2021442**  To arrange interview with me, please send your company name, vacancy and salary details to my HR Consultant [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |