RESUME

ARIVALGAN

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C/o-Contact no: +971503718643

OBJECTIVE

To be associated with a firm, which provides career development opportunities and contributes in its progress through my knowledge and skill.

PROFESSIONAL EXPERIENCE

FROM JULLY 2011 TO PRESENT : CHOZHA NAACHIYAR SHIPPING FORWARDING AGENCY

DESIGNATION : SHIPPING OPERATION AND DOCUMENTATION ( IMPORT - EXPORT )

ROLES & RESPONSIBILITIES

* Handling Documentation and Operation ( Export-Import )
* Track With Shipment Of Arrival
* Co-ordination With Operation Team for Delivery Of Goods In Time
* On line Filling of Shipping Bills & Bill of Entry
* Daily Shipment Planning and Dispatch List send to Customers.
* Customer Support
* Coordination with Liner and CFS
* Organizing form13 movement of Containers at CFS to Port in gate.
* Releasing Bill of Lading through concern shipping Liner
* Preparing certificate of origin
* Handling Customs Clearance and Examination process.
* Customs Examination assessment and payment of Duty
* Collecting Delivery order and Clearing the Goods at the right time
* Bank Documentations Follow Up
* EDI Login with jobbing in Export Import Shipment for Month

TECHNICAL SKILLS

* + - * Knowledge of all editions of Windows 2000/2007/x
      * MS-Office (Outlook, Access, Excel, PowerPoint)

PROJECTS DONE:

* Major Project: A Study on Evaluation Training Measure in Dalmia Cement Ltd. Dalmiapuram Trichy

ELECTIVE SUBJECT:

* HUMAN RESOURCE MANAGEMENT

EDUCATIONAL QUALIFICATION:

* MBA Thanthai Hans Rover College Perambalur

Bharathidasan University, Trichy

Secured FIRST CLASS (68%) (Year 2009-2011)

* B.SC (BIO-TECHNOLOGY) Thanthai Hans Rover College, Perambalur

Bharathidasan University, Trichy

FIRST CLASS (75%) (Year 2005-2008)

* Higher Secondary Leaving Certificate (MARCH 2005)

FIRST CLASS (68%)

* Secondary School Leaving Certificate (MARCH 2003)

FIRST CLASS (62%)

(CSI Higher Secondary School Jayankondam)

PERSONAL DETAILS:

DOB : 03.05.1988

AGE : 28

SEX : Male

MARITAL STATUS : Single

NATIONALITY & RELIGION : Indian - HINDU

HOBBIES : Sports, News paper, Travel

LANGUAGES KNOWN : English, Tamil

DECLARATION:

I hereby declare that the information given above is true to the best of my knowledge and belief