Arafat

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Dear Concern,

I am interested in challenging and rewarding career through employment which uses the full range of my ability and education. I have enclosed my resume for your consideration.

The key strengths that I possess for success in this position include, but are not limited to the following:

* Provide exceptional contributions as individual and team member.
* Strive for continued excellence.
* Strong communication skills.
* Eager to learn new things.

You will find me to be well-spoken, energetic, confident, and personable. My self-determination and confidence will give you the versatility to place me in a number of contexts with confidence that the level of excellence you expect will be met. Please see my resume for additional information on my education.

I believe my Experience and Education and my ability to quickly absorb and adapt to new experiences, would allow me to make a positive contribution to a company.

I hope that you'll find my experience and interests intriguing enough to convince you for consideration / meet. Thank you.



**Objective:**

To be a part of company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my skill and knowledge.

**Personal Skills:**

* PC-literate.
* Excellent interpersonal and communication skills.
* Determination and confident toward achieving Professionalism.
* Target driven and self-motivated.
* Strong persuasive skills.
* Able to work in a highly dynamic environment and able to multi-task.

**Educational Qualification:**

* B.COM done from MUMBAI BOARD in the year 2012.
* HSC done from MUMBAI BOARD in the year 2009.
* SSC done from MUMBAI BOARD in the year 2007.

**Professional Qualification:**

* **Diploma in International Air Cargo Management** from IITC (India International TradeCentre) in the year 2013.

**On Job Training:**

* Air India Import Warehouse as Executive Trainee at Sahar Air Cargo Complex, International Airport for 3 months from April 2013.

**Work Profile:**

* Following up of arrival of air cargo with respective Airline.
* Coordinate with clients/ Custom House Agent (CHA) for necessary documents for Custom clearance of shipments.
* Making of bills and receipts of warehouse charges such as demurrage.
* Preparing consignment statements and provide the same through intra-mail to the concern.
* Coordinating with transport department/unit of the organization to ensure safe and timely loading of the consignment.
* Solving the Problems related to Documentation.
* Keeping track of complaints related to handling and delivery.
* Entry of data in the software both electronically and manually.

**Current Experience & Designation:**

* M/s. Sadaf Logistics as Executive from May 2016to January 2017.

**Work Profile:**

* Coordinate with clients / Airlines for space booking and movement of the goods from origin to destination.
* Execution of AWB for the respective consignment.
* Co-ordination for the movement of goods from shipper works to cargo complex.
* Manage paperwork associated with custom duties. (Annexure A, I,II,Non DGR Certificate on clients letterhead,90 days,180 days, Fumigation certificate as per required by the respective airlines).
* Interface with vendors and clients for proper delivery of shipments.
* Booking of Gate pass & Trolley for shipments entry to Cargo complex.
* Looking after the daily operational work i.e. Daily CSR (Cargo Sales Report), Billing to the client etc.
* Check invoices against service request and verify the invoices.
* Create packing list and update shipments information in database.
* Organize files both manually and electronically.
* Banking co-ordination to ensure all payments are processed in time.

**Experience & Designation:**

* M/s. Indo Madni Haj Tour as Senior Travel Consultant for period of 14 months i.e. from January 2015 to April 2016 (Haj Tour coordinator/handler August 2015).

**Work Profile:**

* Diagnose the clients specifications and wishes and suggest suitable travel packages or services.
* Organize travels from beginning to end, through booking tickets and accommodation, securing rental transportation
* Providing pricing information, confirming customer names with airlines/hotels.
* Addressing any complaints that could arise from the customers.
* Verify entire group reservation request for correctness against meeting profile.
* Liaising with hotels to give your clients the best deals for less.
* Book transportation, make hotel reservations and collect payments from clients.
* Providing up to date advice on travel regulations including visa and medical requirements, baggage limits, safety and local customs.
* To take care of all the documents needed before travel.
* Organized and handled group of Haj pilgrimage in Saudi Arabia as Private Tour Operator (PTO)

**Experience & Designation:**

* M/s. Bakkah Tours and Travels as Travel Consultant for period of 12 months i.e. from September 2013 to November 2014 (Haj Tour coordinator/handler September 2014).

**Work Profile:**

* Advising clients on suitable options for domestic or international tours.
* Handling bookings, invoicing the database in excel power point.
* Providing pricing information, confirming customer names with airlines/hotels.
* Book transportation, make hotel reservations and collect payments from clients.
* Assist travelers with enquiries.
* Providing up to date advice on travel regulations including visa and medical requirements, baggage limits, safety and local customs.
* Coordinate with banks about transactions like rtgs, neft, fixed deposits, demand draft, cheque deposits and clearing cheque.
* Exchange foreign currency.
* Organized and handled group of Haj pilgrimage in Saudi Arabia as Private Tour Operator (PTO)

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| **Declaration:** |  |  |

I consider myself familiar with above aspects. I am also confident of my ability to work in a team or individually. I hereby declare that the information furnished above is true to the best of my knowledge.