Curriculum Vitae

# Rohan

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Objective Summary:

Obtain a challenging role in a growth oriented organization where I can contribute towards organizational success and become an integral part of the team.

*Target* Job Preview:

# Job Category: Administration & Coordination / Customer Service / Cargo and Logistic Support Employment: Employee Full time

Desired Salary: Negotiable

## June 2010 till date

Working as a Custom Clearance Executive with Seashell Shipping Services LLC. Responsibilities

* Handle team of 10 people.
* Handle Import and export operations, documentation, coordination, entire process from start till delivery of shipment,
* Monitoring cargo movement through tracking system and taking action accordingly to clear the shipment.
* Passing Exit declaration and Bill of Entry for Sea, Land and Air (online) in Mirsal 2.
* Online company registration, new import code and renewal.
* Online custom card application new and renewal.
* Custom inspection online.
* Custom Claim (refund of deposit) online, solving if any issue occurs for claim.
* Custom related all works at Dubai Custom Department.
* Dubai Municipality registration.

•Processing of FIRS (food importing and re-exporting system).

* Dubai Municipality item registration (Bar code).
* Check DIP case if any and close the DM cases.
* Arranging for the transport of the shipment.
* July 2006 to May 2010

Worked as an Information Research Auditor with Just Dial Pvt LTD (US Process).

## Responsibilities

* Handle team of 15 people.
* To Audit/ Quality check work done by the respective Executive.
* Generate weekly report of the team performance and update Manger regarding the same.
* Oct2005 to June 2006

Worked as a Team Coach / Tele Marketing Executive with Infovision.

Responsibilities

## Handle team of 10 people for credit card sales for ABN Amro Credit card.

* To approach the new customer for sale of ABN Amro Credit card.
* Nov 2001 to Sept 2005

Worked as a coordinator with HDFC Standard Life Insurance

Responsibilities

* + Coordinating with respective Underwriter and the Re-insurance company for Re insurance of a clients and provide them necessary information and documents via email.

ACADEMIC PROFILE

## Completed TY BSC in 2001 from Mumbai University.

* + Completed HSC in 1998 from Mumbai University.
  + Completed SSC in 1996 from Mumbai University.

I.T Skills

* Proficient in MS Office.

Personal Details: Nationality: Indian Birth Date: 1“Nov 1979 Marital Status: Married

Languages: English, Marathi, Hindi and Gujarati.

Hobbies: Watching Movies, Listening to Music, Travelling.