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| Praveen  **C:\Users\Pampa\Downloads\p.jpg**  **Contact:**  **C/o 971503718643**    **E-Mail:**  [Praveen.377887@2freemail.com](mailto:Praveen.377887@2freemail.com)    **Present Address**  Dubai  UAE | CURRICULUM - VITAE  Career Objective:  Intend to build a career with leading organization with commitment and dedication, which will help create an atmosphere for potentiality, efficiency and elevation of the career.  Work Experience  **Working for FedEx Express Transportation and Supply Delhi as Clearance Support ADM.**  **DOJ - 18th October 2016 – 02nd February 2018.**   * Serve as a frontline customer service provider to resolve clearance & delivery issues related to shipment there by efficiently increase custom clearance & maximize customer satisfaction. * Handling KYC documentation for International Import Shipments * Handling Reports * Coordinating with consignee’s for clearance of shipments * Handling queries regarding pre – clearance, paper worksheet. * Handling escalations & other queries of customer service & consignee * Customer handling   Visa Status   * Visit Visa Valid Until May 2018.   Academic Details   * Pursuing M.com from Kumaon University Nainital- Uttarakhand. * B.com from Kumaon University Nainital - Uttarakhand in 2013 * Completed H.S (10+2)from from UK Board in 2010   Technical Skills /Certification Course :   * Certificate course in Logistics Excellence from Safeducate that is sister concern company of Safexpress. * Certification program in Tally ERP- Level 1 & Level 2 from NIIT * Diploma in Computer Application (6 months) * Well versed with MS Office (Word, Excel, PowerPoint)   Internship / Training experience:   * Gained experience as a sales intern in IIFL(ICICI Pru Life Insurance) for 6 months * Assisted as account intern in DLF, New Delhi for 6 months   Personality Traits :   * Willingness to learn * Highly enthusiastic * Quick learner * Disciplined * Data entry management * Detailed - oriented   Extra-Curricular Activities:   * Actively participated in sports events @ school level * recognized for National Service Scheme (NSS)- HS level by ministry of education -Uttrakhand   Personal Data:   * Date of Birth: 21/08/1991 * Marital Status: Single * Nationality : Indian * Languages Known: English, Hindi & Kumaoni   Declaration  I solemnly declare that the above information is true and correct to the best of my knowledge.    Place- new Delhi  ----------------------  **Signature** |