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| Praveen  **C:\Users\Pampa\Downloads\p.jpg****Contact:** **C/o 971503718643****E-Mail:**Praveen.377887@2freemail.com  **Present Address**DubaiUAE |   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

DeclarationI solemnly declare that the above information is true and correct to the best of my knowledge.  Place- new Delhi----------------------**Signature** |