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| **\\10.138.79.48\BU Desk\BU Desk - Common\Team\RAZA\New folder\Photo of Raza.jpg****Raza** **Email:**Raza.382575@2freemail.com **Visa Status** **:** Visit Visa**Languages Known:** English, Hindi, Urdu & Tamil**Personal Details:**Date of Birth : 11-04-1985Sex : MaleNationality : IndianMarital Status : Married**Passport Details:**Valid From : 14/12/2009Valid To : 13/12/2019 | **CURRICULUM VITAE****EDUCATION:** **Course : B.COM(CS)** 2003-2006**Institute : THE NEW COLLEGE**, Chennai, Tamilnadu, India.**SKILL SETS:****Software skills :**  MS office**Typing speed** : 30 words per minute**EXPERIENCE:****Employer** : **Agility logistics India Pvt Ltd,** Chennai, India**Designation & Department** : Senior Executive in Ocean Export**Period**: From 14thOctober-2014 to 15th March-2018**Nature of work**:* Close follow up with All the Vendors of Ocean for Releasing the way Bill
* The Payment Reconciliation for Pan India
* Arranging Report of priority payment release to liner as daily basis to avoid Penalties
* Coordinating with operations, Accounts and Sales team enabling smooth
* Payment follow up with customers and Releasing the House Bill of Lading
* Responsible for following up the B/L details, developed B/L & sending draft to customers (shippers), handled B/L Draft & printed the original BL
* Amending the B/L if any correction
* Coordinating with carriers receiving invoices
* Coordinating with branches releasing House bill of lading to shipper
* Sending Pre alert to overseas, sending Surrender messages to Discharge Port if OB/L Surrendered
* Attending to Customer calls for Queries and also supporting for other Task to Team for their absence.
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**EXPERIENCE:**

**Employer** : **HCL Technologies,** Chennai, India

**Designation & Department**: Analyst in **CEVA logistics** -Operations

**Period** : From June-2014 to October-2014

[**Note**: Unfortunately process was ramp down]

**Employer** : **MAERSK GLOBAL SERVICE CENTRE,** Chennai, India

**Designation & Department**: Senior associate in Customer service-Imports

**Period** : From May-2010 to October-2013

**Nature of work**:

* Preparing vessel schedule
* Sending Manifest to customs
* Sending Arrival notice to customers
* Arrange Cargo Release to customer from port end
* Sending Longstanding notice to customers

**Employer** : **GOLDMINE HOTELS,** Chennai, India

**Designation**: Senior Cashier

**Period :** From June 2006 to Mar-2010

**Nature of work**:

* Billing Cum Cashier
* Undertake Party Orders
* Attending to Customer calls for Queries
* Checking Store Bills and Paid accordingly
* Reporting to the Manager at the close of Business

 **DECLARATION**:

I hereby declare that the statements made are true and correct to the best of my knowledge and belief.

 ***Yours Sincerely***

 **(Raza)**