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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](mailto:Raza.382575@2freemail.com)  **Visa Status** **:** Visit Visa  **Languages Known:** English, Hindi, Urdu & Tamil  **Personal Details:**  Date of Birth : 11-04-1985  Sex : Male  Nationality : Indian  Marital Status : Married  **Passport Details:**  Valid From : 14/12/2009  Valid 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. |

**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)**