

**Curriculum Vitae** **\_\_\_\_\_\_\_\_\_\_**

**PAPARAO**

**Email:** [**paparao.388020@2freemail.com**](mailto:paparao.388020@2freemail.com)

**Objective :**

Pursuing a position in an organization, that utilizes my potentials in the best possible Way for the accomplishment of personal and organizational goals, to learn, share and Excel in the life and to serve the community in the best possible way.

**Experience :**

**JOB TITLE: Administration, Document Controller & Operations Executive.**

3 Years Worked as Administration , Document Controller and Operations Executive at M/s.Surya Shipping Services, Gandhidham.

**Responsibilities Includes :**

* Co-ordination with Consignee’s, Shipping Liners,CFS & Ware House Managers.
* Prepare Check list & filing of Bill of Entry.
* Preparation of Custom Clearance Formalities.
* Issues of Self sealing & Factory Stuffing Permission.
* Maintain Stock & Daily Status Report.
* Manage monthly tracking of physical inventory.

**JOB TITLE:Logistic Co-ordinator,Ware House Co-ordinator & Yard planner.**

6 Years worked as a Logistic Co-ordinator,Ware House Co-ordinator and Yard planner at M/s.ABG Kandla Container Terminal Limited,Kandla.

**Responsibilities Includes :**

* Preparation of Yard/ Vessel forecasting, and planning.
* Preparation of Yard/Vessel Pre Plan,
* Finalization of Crane Deploying and Stowage Plan.
* Preparation of Terminal Performance Report.
* Preparation of Terminal Departure Report.
* Preparation of Monthly Vessel wise / Service wise analysis Report.
* Preparation of Equipments Reports & Billing.
* Coordinating with all VOA and Vessel Chief Officer/Master for Finalizing of the Final Stowage Plan.
* Preparation of Ship Cards, 24hrs Reports and Monthly Reports for Kandla Port Trust.
* Manpower and equipment deployment, monitoring vessel and terminal operation.
* Handling Cash.
* Preparing Bill-wise Details for the Customer.
* Maintains Record for the Payable / Receivable Companies Telephone and Fax Number, Petty Cash Expenses and Documents for the Employees.
* Passing of Receipt and Payment Voucher.
* Maintain Register For Incoming Calls.
* A result oriented professional with abilities in delivering the best output of the resources allocated.
* Abilities in transforming concepts into real situations in business for achieving the organizational goals.
* Skilled in forging profitable relations by providing adequate services.
* Possess excellent presentation, negotiation & leadership skills.
* Knowledge of all export and import yard, wharf, deck and Rail side (ICD) operations.
* Knowledge of all CFS Operations like cargo stuffing, re-stuffing, de-stuffing and carting.
* Intervene in the violation of safety in the terminal, and follow basic safety in the work place.
* Responsible for live updating of container movements on vessel, yard and ICD side.
* Following the correct yard sequence for vessel loading for fast turn around of vessels.
* Use of UHF port and vessel Operation.
* Loading the different types of containers by the operator.
* Basic idea about fighting with fire in the terminal.

**JOB TITLE: Tally Clerk & Surveyor.**

8 Years worked as a Tally Clerk & Surveyor at M/s.J.B.BODA Surveyors Private Limited,Kandla.

**Responsibilities Includes :**

* Various Commodities of Bags counting on Wharf side from Loading / Unloading at vessel crane point.
* Bulk and Bags Cargo Weighment on Kandla Port Weighbridge and Others.
* Containers are Stuffing & De-stuffing of Various Cargo Bulk / Bags.

**KEY SKILLS :**

* Effective communication skills.
* Ability to adapt quickly to ideas, methods and environment.
* Ability to communicate with people of all levels and backgrounds.
* Excellent in sales and marketing.
* Ability to perform consistently under pressure and in varied environment.
* Develop and maintain positive working relationships with colleagues.
* Ability to understand the priority of work.
* Willing to learn and trained.

**EDUCATION :**

* **Bachelor of Science (Mathematics)** - Year 2002-2004 (3 Years Bachelor Degree )From Osmania University, Andhrapradesh.
* **Board of Intermediate Education** - Year 1995-1997 (2 Years Intermediate Education)From Narayanadora Junior College, Andhrapradesh
* **Board of Secondary Education** - Year 1994-1995 (1 Year Secondary Education) FromZ.P.High School, Andhrapradesh.

**Addinational Computer Skills :**

* Knowledgeable in MS Office & Internet.
* Working 98, Windows XP, Windows 7.
* Typing speed of 30 words per minute.
* Document printing & scanning etc.

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| **Personal Attributes** | **Personal Information** |  |
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| Integrity | Date of Birth :10/04/1980 |  |
| Honesty | Marital Status : Married |  |
| Religion : Hindu |  |
| Sincerity |  |
|  |  |
| Ethics |  |  |
| Commitment |  |  |
| Character |  |  |
| Hard work |  |  |
| Punctual |  |  |
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**Languages :**

* English, Hindi, Telugu & Gujarati.