**ROSHAN**

roshan-392977@2freemail.com

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| CAREER OBJECTIVE: To work in a reputed firm which will give me an opportunity to grow on the professional Front by applying my knowledge and skills for completion of various task assigned to me.  |

**PROFESSIONAL EXPERIENCE:**

**Shipco Transport Pvt. Ltd – Pune, India**

**Designation: Executive Documentation**

**Work Period: April 2016 – June 2019**

**Authorities, Responsibilities and Accountabilities:**

* Performing Operations of 6 different US-offices such as Telex release, Invoicing, Pay Cargo, Making Own container arrival Notices.
* Updating Original bill required in telex release operations.
* Making arrival notice of FCL containers & sending to the customers.
* Preparing Co-load cargo of different consignee &making into single containers.
* Preparing Bill of Lading for different origins such as Asia, Europe, America, and
* Asia and Europe regions.
* Can train people on Bill of Lading& Arrival notices.
* Import and Export documentation.
* Invoicing to Customers such as Arrival Notice.
* Sending Manifest to the Warehouses to inform them about the Cargo and container details.
* Track and Trace current status of containers.
* Preparing New Exception list for simplification of the process.
* The **multi-tasker**, currently handling six offices out of 8 in US-Imports team. Have done **transition** of **Four Accounts Successfully**.
* Had trained large number of new joiners in less period of time(i.e 15 Days).After that trainee got live in all the different process or offices with quality work.

**ACADEMIC QUALIFICATONS:**

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| Sr.No | Qualification | Year of Passing | Institution | University/Board | Percentage |
| 1. | B.E | 2016 | JDCOEM | Nagpur University | 63.05% |
| 2. | H.S.C. | 2011 | Baba Nanak Junior College Nagpur  | Maharashtra State Board | 61.33% |
| 3. | S.S.C. | 2009 | Shreyas Convent School | Maharashtra State Board | 78.15% |

**ACHIEVEMENT:**

* Awarded as a Best Performer award (US Imports Team) in 2018 at Shipco IT Pvt. Ltd.

**PROJECT WORK:**

* Work On my final year project “Design &Development of Sports Utility Machine-Football Launcher”.
* My Seminar topic was “Belt Conveyor System”.
* Industrial Case study on “Bajaj steel industries”.

**PERSONAL STRENGTHS:**

* Doing Hard work
* Soft Learner
* Optimistic approach
* Leadership

**ACHIEVEMENT:**

* Participate in 2 international and 2 national Paper presentations.
* Certification in Import-Export.
* Expert in Microsoft Excel, PowerPoint etc.

**INTERESTS & HOBBIES:**

* Reading Newspaper, Magazine
* Driving car
* Knowledge gaining in different fields

**PERSONAL INFORMATION:**

**Date of Birth :** 26th July. 1993

**Gender :** Male

**Mother Tongue :** Gujarati

**Nationality :** Indian

**Marital Status :** Single

**Language Known :** English, Hindi, Gujarati, Marathi.