

RAHUL YADAV

EXPORT/IMPORT DOCUMENTATION

PROFILE

A skilled, talented and accomplished Export/Import Executive with diverse experience in performing daily Export and shipping activities. Looking for a challenging position as shipping or export executive to develop my skills and proficiency in a renowned organization.

CONTACT

PHONE:
8273283648

EMAIL:
Kabiry868@gmail.com

PERSONAL INTERESTS

- Trekking
- Basketball
- Cricket
- Video games

COMPUTER PROFICIENCY

- Microsoft Windows 7
- Mac OS
- Microsoft Windows 10
- Microsoft Word
- Microsoft Excel
- Adobe Photoshop
- Autodesk MAYA

TRAINING AND CERTIFICATIONS

- 2 Years Animation & Vfx Course.

PROFESSIONAL STRENGTHS

- Implementation of customer formalities, delivery to shippers and clearance of commodities.
- Possess good organizational and management skills
- Knowledge of various computer applications like Microsoft Word, Excel, PowerPoint, internet and Hardware and Networking.
- Possess excellent verbal and written communication skills

EDUCATION

[C.S Maha Vidyalaya Harchandpur]

[Bachelor of Science]
[2014 – 2016]
[5.1 CGPA]

[SMSY Inter College]

[Intermediate]
[2012 – 2013]
[46%]

WORK EXPERIENCE

[R.B. Knit Exports] [Export/Import Documentation Executive]

[Dec-2018 – Present]

[Responsibilities]

[Clients- USA, South Africa, Australia, New Zealand, UAE, Bangladesh, Sri Lanka, and England]

- Handling all the Export & Import documentation & Shipment.
- Performing the tasks of shipping documents like- Preparing Sales Invoices, Packing List, Export Documents, Import Documents, DGFT, Final BRC, etc.
- Co- ordinate with the logistics for the Shipment Purpose.
- E-mail to all the Major Distributors in U.K, USA, South Africa, Australia, New Zealand, UAE, Bangladesh, Sri Lanka, and England to provide them Shipment Information, Payment Confirmation for their consignments.
- Inspecting documents received from CHA like shipping bill, Airway Bill, other documents, etc.
- Claiming of EPCG.
- Checking of Shipping bills on DGFT and ROSCTL Claim.
- Checking of IGST and Duty Drawback on Icegate.

[TEJ Shoe Pvt. Ltd] [Export Executive]

[Apr 2017-Nov 2018]

[Responsibilities]

- Preparation of Pre shipment export documents
- Communicating & follow up with Logistic agencies for required documentation.
- Co-ordinates clearing and forwarding of all imports & exports for the company.
- Direct communicate with international suppliers, service providers, logistic companies etc.
- Developing strategies for growth of Business.

[Reliance VFX & Animations] [Service Engineer Trainee]

[May 2016 – Apr 2017]

[Responsibilities]

- Performed troubleshooting of hardware and software issues.
- Responsible for monitoring the problems regarding system (PC).
- Attended customer queries and performed tasks.
- Responsible for installing Hardware and software's.

