

DOCUMENTATION EXECUTIVE

Looking for challenging job opportunities

PROFESSIONAL SUMMARY

Motivated Document Controller with over 13 years of organizational expertise. Exceptional at providing services in the area of operations documentation management including implementation of automated documents for systems generation with an eye to future updates and modifications.

KEY SKILLS

- Business Operations
- Executive Tasks
- IT Skills
- Customer Service Filing & Archiving Data Management

PERSONAL ABILITIES

- Punctual and reliable
- Ability to cope and work under pressure
- Good written and verbal communication skills
- Having a patient outlook
- Ability to priorities tasks
- Dedication to work
- Able to work as part of Team

PROFESSIONAL QUALIFICATIONS

- Presently Working with Indian Hydrocolloids –Mithirohar GIDC Gandhidham, as a Documentation Executive

From April-2014 to Present.

Job Responsibilities:

- ** Entire Export Documentation (Post shipment document)
- ** Preparing commercial invoices, packing list, coa.
- ** Handaling L/C documents.
- ** Sending scan copies of documents to customer after receipt of BL.
- ** Informing tracking No.of courier to customer with regards to Original shipping documents.
- ** Tracking the consignment till it reaches to destination & informing delay/early reaching of Consignment to customer with reason.
- ** Submit MEIS Scheme related document and Obtain license.
- ** Liaison with Bank for negotiating of bank documents.
- ** To maintain co-ordination between related department.

- Worked with Silverstone International Limited, a Hong Kong based Import & Export Company, as an Executive handling all Document-Related Work of Shipping and Order Handling with factory in Shantou, China

From September 2007- October 2013

Job Responsibilities:

- ** Knowledge & Handling pre-shipment document.

** Prepare many more document related Export.1) Commercial Invoice 2) Packing List

3) BI Instruction. 4) Sale Contract

** Practical Knowledge in Factory work. Handling Container stuffing & more work in factory.**
Handling /Supervising all stock Dept/ Warehouse activities , Reporting to seniors/Higher Departments for local market business.

** Follow up for parties PO and dispatching goods accordingly.

- Worked with Satish Khusalani and Associate (CA) as Audit Assistant and Data Entry Operator in the year 2005-2006 for 6 months
- Worked with Sanjay Mehta and Associate (CA) as Audit Assistant from 2004-2005

EDUCATIONAL EXPERIENCE

- Bachelor's of Commerce in the year 2005
- Computer in Business Operation in the year 2004

IT SKILLS

- MS Office
- Tally 4.5 & 9

SPECIFIC RESPONSIBILITY

- To co-ordinates with Shipping Agents, CHA, transporter, and with terminal staff.
- Keep records of import/export shipments and Make import/export report and other MIS reports.
- Check all import/export documents like Bill of Lading, Commercial invoice, packing list, Certificate of origin and submit to CHA for Custom clearance.
- Follow up from CHA for Custom Clearance and status of Bill of Entry or Shipping Bill, also Keep record of all import/export documents and do other data entry work.
- Prepare VGM, Online Seal Procedure, Container Movement, and Ground Rent Movement.
- To Coordinate with Finance Department for payment of Logistics and shipping companies. Day to day work handling like mail's reply and work given Coordinator or Chair person.

PERSONAL DETAILS

- ❖ **Date of Birth** : February 4, 1984
- ❖ **Address** : S.B.X-02, Ward 2/A, Adipur-Kutch, Gujarat – 370205
- ❖ **Languages Known** : English, Hindi & Sindhi

Declaration

I hereby Declare that all the above mentioned information is valid and correct to the best of my knowledge if found anything wrong I will be self-responsible for the same