

RESUME

Name
TEJAS SURESH PAWAR

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Present Address:
Kumbhar ali, Borad pada road,
Badlapur gaon, Badlapur (w)

Permanent Address:
Kumbhar ali, Borad pada road,
Badlapur gaon, Badlapur (w)

OBJECTIVE:

To obtain challenging and responsible position in an organization wherein I contribute to the successful growth of an organization using my abilities and knowledge. "There is always a better way of doing things" is the common belief.

EDUCATIONAL QUALIFICATION :

CLASS	Board / University	Year of Passing	Percentage
S.S.C	Mumbai Board	March-2012	67.27%
H.S.C	Mumbai Board	Feb-2014	66.31%
T.Y.B.Com (Banking & Insurance)	Mumbai University	Sep-2017	56%

COMPUTER/TECHNICAL SKILLS

MS-CIT
Tally erp9
Advance Excel
Typing English 30&40 w.p.m.

Experience:-

1) 2 year Experience in Kairav Chemofarbe Industries Limited as Export Documentation Executive (International Sales Executive) :

Job Responsibilities :

- Entire Export Documentation (Pre & Post shipment document)
- Preparing commercial invoices, packing list, Insurance, DG.
- Handling L/C documents.

- Preparing Importing country certification, Customs/ Insurance declaration Certificate of Origin etc.
- Handling Logistics Activities for Sea & Air Shipments
- Checking BL draft, shipping Bill checklist.
- 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.
- Liaison with Bank for negotiating of bank documents (Bill Discounting).
- Online & Offline Export documents Lodgment from Bank for BRC Purpose.
- Knowledge of EDPMS & IDPMS.
- Knowledge of Advance License & DGFT & ICEGATE Work
- To maintain co-ordination between related department.
- Samples shipment (start to End Process).
- Prepare Challan & E-Way Bills.
- Manage Couriers And Transporters
- Freight Forwarder Tax invoices and upload System Server.

2. 3 Year Experience at Poddar Housing & Development Ltd. in Liaising and Government-Related Documentation and Work of the Company.

3. 6 month experience in Backend process in writer business information Ltd.

PERSONAL DETAILS :

Date of Birth	:	16th January 1996
Sex	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Language Known	:	English, Hindi, Marathi
Hobbies	:	Playing & watching sports,

Place:

Date:

(Tejas suresh pawar)