

# RESUME

**Name**

TEJAS SURESH PAWAR

Mob. : 7040258083

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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 :**

<b>Date of Birth</b>	:	<b>16<sup>th</sup> January 1996</b>
<b>Sex</b>	:	<b>Male</b>
<b>Marital Status</b>	:	<b>Unmarried</b>
<b>Nationality</b>	:	<b>Indian</b>
<b>Language Known</b>	:	<b>English, Hindi, Marathi</b>
<b>Hobbies</b>	:	<b>Playing &amp; watching sports,</b>

**Place:**

**Date:**

**(Tejas suresh pawar)**