

CURRICULUM VITAE

KALLU

Address : D-526, Pul Pehlad Pur,
Badarpur, South Delhi, Delhi - 110044
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Career Objectives:

I want groom myself as a result-oriented professional this Sector & that enables to cope-up with the emerging technologies & provide ample & I want the more the high opportunities for any time constant learning and growth.

Key skills and Capabilities:

- Always have a positive attitude and is ever hungry for successful growth.
- Proven ability to analyze plans, imagine motivation and control.

Experience

Working in **SYNDICATE LOGISTICS PVT LTD** freight forwarding company as Documentation Executive for Export from last 03 years.

Work Role Involves: - (Export Documentation Executive)

- **Placing the bookings with various shipping line and arrange the container for shipper.**
- **To Co-ordinate with shipper for Draft & Checklist to approval.**
- **Submitting the Shipping Instruction with shipping line.**
- **Co-ordinate with ICD staff, Transporter and shipping line for container status.**
- **All ODEX work**

My Next Step

I am looking for the next profile in the operation. I am capable the handling the process and client meeting and review and handle the month audit and groom the more business development.

Qualifications:

Academic-

- Passed High School Examination **CBSE Board**.
- Passed Intermediate Examination with **CBSE Board**.
- Pursuing B.A. final year from Delhi University

Software Exposure:

- Technical Knowledge of Computer Operating and Internet.
- Working knowledge of MS Word, MS Excel, Outlook

Personal Details:

Father's Name : HUKUM
Date of Birth : 22.04.2001
Sex / Marital Status : Male/Singal
Postal Address : D-526, Pul Pehlad Pur, Badarpur, South Delhi, Delhi -
110044 **Language Known** : Hindi, English

Hobbies:

- 1 Making Friends, Listening to Music, etc.

Motto of Life:

“Tough time never last but tough people do”

I hereby declare that all the above information provided is correct to the best of my knowledge.

Date:

(KALLU)

Place: NEW DELHI