

CURRICULAM VITAE

B.BHARATHI

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NO.318 PILLAYAR KOIL STREET
CHITHATHUR VILLAGE
VAYALAKKAVOOR POST
MAGARAL (VIA) KANCHIPURAM (DT)

OBJECTIVE

Looking forward for the suitable job putting all my knowledge and skills to become a part of a good team with an exciting and challenging career in an organization that provides excellent working environment and opportunities.

EDUCATIONAL QUALIFICATION

Course	Institution	Year of Completion	Percentage (%)
S.S.L.C	N.S.D Hr. Sec School, Neyyadupakkam – 631603	2007-2008	58%
HSC	Arinjar Anna Hr.Sec.School, Walajabad	2008-2009	68%
B.A. ECONOMICS	Pachaiyappa's College for men Kanchipuram	2009-2012	70%
M.A. ECONOMICS	Annamalai university from Kanchipuram	2018-2020	60%

Job related Skills:

Export Documentation, Transportation, Logistics.

EXPERIENCE

- 1) Worked as Assistant Executive in Thirupathi Thirumala Transport for one year.

- 2) Presently Working ACFA Logistics Pvt Ltd as Export Documentation Executive Responsible for Export from February 2014 to Till Now.

Designation : Export Documentation Executive

Period : 7 years Five months

Responsibilities:

- Online shipping bill filing. Export checklist preparing. (Eroyal impex Seal software, live impex, Visual impex) Manual shipping bill filing (section 74 duty drawback) MEIS license scheme, advance license scheme, EPCG scheme and Duty drawback scheme.
- Co-ordination with Exporters daily stuffing plan.
- Co-Ordination with custom clearance department for getting status and to avail required Documents..
- Online SI submission Inttra and liner website
- Booking placement for liner website and Inttra website.
- Online Odex form 13 and manual form 13 co-ordination.
- Online Odex VGM submission and Shipping bill submission.
- Bill of lading co-ordination.
- Transport co-ordination.
- Maintaining DSR statement.
- E Seal submission (Pack seal & E Seal Store)

COMPUTER SKILL

- DCA (Diploma In Computer Applications)
- MS Excel
- MS Word

LANGUAGES KNOWN

Tamil, English

PERSONAL DETAILS

NAME	:	B.BHARATHI
DOB	:	09-08-1992
AGE	:	28 YEARS
FATHER'S NAME	:	P.G. BALAKRISHNAN
NATIONALITY	:	INDIAN
RELIGION	:	HINDU
MARITAL STATUS	:	UNMARRID

DECLARATION

I have declared here all the above particulars are true and correct of my knowledge and belief.

Place :

Your's Truly,

Date :

(BHARATHI.B)