

RESUME

SARAVANAN.A

No.1 siva vishnu koil st

M.G.R Nagar, chennai-78

Ph. -9940270217

Email – starsaran07@gmail.com

Career Object: -

To be associated with an organization that provides career development opportunities and Permits contributions to its progress through my knowledge and skill gained over the last 6 years in the fields of electronic money and exports.

Educational Qualification:-

Class	Board/University	Years of Passing	Percentage
+2	CORPORATION HIGHER SECONDARY SCHOOL	2007	Discontinue
ITES	CAP FOUNDATION	2008	Discontinue
SSLC	CORPORATION HIGHER SECONDARY SCHOOL	2005	67.6%

Technical Skills:-

- Information Technology.
- Troubleshooting.
- Maintenance.
- Documentation.
- Quality Control.

Experience:-

Export Documentation Executive:-

Roles and Responsibilities:-

- Responsible for export documentation.
- Shipping Documentation in Package Logi-Sys, Visual Impex & Live Impex.
- Preparing Shipping Bills like DEEC/EPCG & Draw Back.
- Handling in Odex for VGM & Form-13.
- Co-ordination with clients & Shipping Lines.
- To prepare Daily DSR MIS Report

➤ **From 30th december 2010 to 26th december 2014 - Greenbay logistics pvt. Ltd. Chennai.**

Senior Executive Documentation of Export:-

Roles and Responsibilities:-

- Responsible for export documentation.
- Shipping Documentation in Package Logi-Sys.
- Preparing Shipping Bills like DEEC/EPCG & Draw Back.
- Handling in Odex for VGM & Form-13.
- Co-ordination with clients.

- To prepare Daily DSR MIS Report.

➤ **From 9th December 2014 to 16nd March 2020 – Lotus integrated logistics Pvt. Ltd., chennai.**

Purchase Assistance:-

Roles and Responsibilities:-

- Confirm day-to-day purchase orders. Prepare daily Material Demand reports and open Purchase Order reports.
- Maintain co-ordination between related departments.
- Follow-up with Supplier and Coordinate with warehouse for Stock of goods.
- Read specifications. Inspect, test, or measure materials or products being produced.
- Measure products with rulers, calipers, gauges, or micrometers.
- Accept or reject finished items. Remove all products and materials that fail to meet specifications.
- Discuss inspection results with those responsible for products.
- Handling stuffing at CFS area.

Personal Details:-

Name	: SARAVANAN A
Date of Birth	: 7rd Jul 1990.
Father's Name	: T.Anbu.
Permanent Address	: no.1 siva vishnu koil st M.g.r nagar, chennai-78
Contact No.	: 9940270217
Marital status	: Single.
Sex	: Male.
Hobbies	: Cricket, Football
Strengths	: Hard working & Patience.
Nationality	: Indian.
Language Known	: Tamil, English.

Declaration:-

I hereby declare that the information given above is correct to correct according to the best of my knowledge and belief.

Date:-

Place:-

(Saravanan A)