

Respected Sir,

**JOB APPLICATION FOR THE SUITABLE**

I came to know from the reliable source that there is vacancy in your esteemed organization & for same, I am applying with the belief that my qualification make me a suitable candidate & that my potential can be most effectively utilized by your organization for mutual benefits. I am sure that your organization shall provide me the career prospects. I am looking for.

I ensure that if I will get selected & get chance to work in your esteemed organization. I will work with full potential & as per organization policies & need; I will put my best efforts to bring best out of me to serve your Esteem organization.

I have enclosed my resume for your kind consideration.

Kindly waiting for positive reply from your end.

Thanks.

Yours Sincerely,

Raj Ashok Patel

# **RESUME**

**Name: -** RAJ ASHOK PATEL  
**Residential Address: -** Flat No. 403, Devam Residency, New Vatva, Ahmedabad  
**Phone: -** 6351944151  
**E-mail id** rp312000.rp@gmail.com

## **PERSONAL INFORMATION**

- Father's Name : ASHOK PATEL
- Date of Birth : 3rd JAN 2000
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- First Language : Gujarati
- Other Languages Known : English, Hindi

## **EDUCATIONAL QUALIFICATION**

<i>Degree</i>	<i>Board/University</i>	<i>Institution</i>	<i>Year of passing</i>
Diploma	G.T.U . Gandhinagar	VIDHYADEEP INSTITUTE OF MANAGEMENT AND TECHNOLOGY (GTU).	2018
S.S.C.	C.B.S.E. DELHI	SHRI L.G. HARIA MULTIPURPOSE HIGH SCHOOL	2015

## **OBJECTIVE**

- To work in a progressive & innovative environment to a growth oriented organization of repute & aim to grow professionally & personally by enhancing my skills & contributing to organization growth.

## **Technical Skills**

<b>Familiar Platforms</b>	Windows 98, 2000, XP, MS-DOS.
<b>Databases</b>	MS-Access.
<b>Familiar Software</b>	MS Office, PageMaker, Internet explorer
<b>Installation and Administration</b>	Familiarity with Generation of Windows OS, Installation and Administration.

Name of Organization / Co	Period	Durations	Designation
Master Marine Services Pvt Ltd	27-Jul-18	10-Nov-19	Executive
Radiant Maritime India Pvt Ltd	11-Nov-19	24-Apr-23	Operation Executive
P L International	25-Apr-23	STILL WORKING	Export Manager

### **PRESENT JOB PROFILE**

- I AM LOOKING ALL CUSTOM WORKING UNDER MASTER MARINE MUNDRA (MANUAL EGM, IGM LG, PERMISSION, SMTP,FTP, VESSEL BOARDING)
- PLANNING OF VESSEL BERTHING & SAILING FROM PORT, CORDINATION WITH TERMINAL.
- ALL MARRINE WORK HANDLED (CREW CHANGE, TP, BOND SUPPLY, SHIP SANDLING ETC)
- HANDLED VESSELS AT MUNDRA, NHAVA SHEVA, KANDLA & ENNORE.
- CO-ORDINATION WITH PRINCIPLES & MASTERS OF VESSEL.
- ALL MARINE HUSBANDRY WORK. (CREW CHANGE, LG, TP).& ALSO HANDLING COMMUNICATION WITH PPL.
- LOOKING ALL IMPORT & EXPORT DOCUMENTATION.
- PREPARING EAL / IAL / EDI IGM / MANUAL IGM.
- SLOT BOOKING FROM VESSEL OPERATOR AS WELL AS CBF.
- CONTAINER EQUIPMENT HANDLED & AS WELL AS MNR WORK.
- INVOICING OF IMPORT & EXPORT TO CUSTOMER.
- LOOKING ALL EXPORT FOR PL INTERNATIONAL HAS AN EXPORT MANAGER.
- ODC CARGO HANDLING FOR EXPORT MOVEMENT.  
E.G. JCB, CONCETE PUMP, SELF LOADING MIXTURE, BATCHING PLANT E.T.C.
- HANDLE MAFFI CONTAINER & FLAT TRACK CONTAINER SHIPMENTS.
- RATE NEGOCIATION WITH SHIPPING LINES & FORWARDER.
- CO-ORDINATE WITH CLIENT FOR PURCHASING THE EQUIPMENTS.

### **STRENGTHS**

- Ever learning Approach
- Innovative
- Flexible by nature.

Thanks for giving a patient glimpse on my resume.

Thanking you Your Faithfully

(Raj Ashok Patel)

