**APPLICATION**

Jay Gunvantsinh Mahida

Near Sadhna School,

Bharuch – 392001

Ph. 8866653431

To,

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Subject: Application for the post of Dispatch Executive

Respected Sir,

Having known from some reliable sources that there is a vacancy for above-mentioned post in your esteemed organization, I would like to apply for the same.

Herewith, I enclose my Curriculum Vitae for your kind consideration.

I assure hard & sincere work as well as dedication towards the work for the organization.

Thanking you

Yours truly,

(Jay Mahida)

**RESUME**

**Jaysinh Gunvantsinh Mahida**

Bareli Kho,

Nr. Sadhana School,

Bharuch-392001

(mo.) 88666 53431

**E-mail ID**: jaymahida1058@gmail.com

## PERSONAL INFORMATION: -

**Nationality:** Indian

**Date of Birth: 14th January** 1983

**Sex:** Male

**Marital status:** Married

**Weight:** 54 kg

**Cast:** General

**Languages known:** Gujarati, Hindi and English**.**

**Hobby: -** Reading, Music & Playing Cricket

**Strength:**- Punctual, Cool & calm nature, good team worker & facilitator

**EDUCATION QUALIFICATION:-**

**Discipline: Post Graduate in Diploma Materiel Management**

**Duration:** 2010-2011

**Class: Pass**

**Institute:** Bhavan’s collage of commerce & Management.

**University:** Bhartiya Vidhya Bhavan.

**Discipline:** **Bachelor of Commerce**

**Duration:** 2002-03

**Class: Pass**

**Institute:** M K College of Commerce Bharuch.

**University**: South Gujarat University Surat.

**Education Board: Gujarat Education Secondary Board.**

|  |  |  |
| --- | --- | --- |
| **STANDARD** | **YEAR OF PASSING** | **Percentage Obtain** |
| 12th | March- 1998 | First |
| 10th | March- 2000 | 49.48 % |

**Other Qualification: -**

|  |  |  |
| --- | --- | --- |
| **Course** | **Name of Institute** | **GRADE** |
| Introduction to Computer | Directorate of Employments &  Training Gandhinagar | A |
| Diploma in Multilingual Office Automation & Financial Accounting | C-DAC | A+ |

**COMPUTER KNOWLEDGE: -**

* **W**ell versed with **M**S-Office, **W**indow **2**000 & **W**indows-**X**P.
* **M**icrosoft Word, **M**icrosoft **E**xcel, **M**icrosoft **P**ower **P**oint, and **E**mail & Internet.

**Objective -**

To be a resource person to the organization with doing my work so as to increase the productivity of the organization with creative attitude.

**Overview -**

I am basically a person who likes to improve his skill and get knowledge of Industrial work.

**Area of Interest :**

**Customs clearance, Dispatch**

* Working With DHL LOGISTICS PVT LTD. Work For Import/Export Document & Custom Clearance with Firmenich Aromatics Production (India) Pvt Ltd Since 15/06/11 To Till Date
* Working with HBL Global Pvt. Ltd. an associated of HDFC Bank Ltd as Sales Executive & handling Credit Card Product & Also handling HDFC Standard Life Insurance Product as Bank Assurance for in Bharuch & Ankleshwar since January’08 to June'08 date.
* Worked Bajaj Auto Finance Ltd as a Finance Executive in Consumer Products since June’04 to Dec’07.
* Worked in Liladhar Passo Forworders Pvt. Ltd, as an Office Assistant from June’03 to May’04.

**Job Responsibilities .**

* Submission of DG Document for approval at shipping line & Released.
* To care of Documentation of Import & Export materials & Transporter arrangement for Export materials.
* To take care of export and import related functions.
* To take care of all the pre-shipment and post-shipment documents and procedures related to export and import.
* Preparation of Bill Of Export as per purchase order terms, Assessment & warehousing thereof.
* Co-ordination with custom & excise officers for clearance of goods.
* TO Co-ordinate with internal staff from various departments like marketing, purchase, account etc. smooth function.
* Documentation of procurement and clearance from suppliers for the SEZ Units.

**Present Salary: - 2.25 Lacks**

**Expected Salary: - As Per negotiation**

**Date: -**

**(Jaysinh G. Mahida )**