***CURRICULAM VITE***

**Joy Jitendra Patel.**

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**Joy Jitendra Patel.**

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**CAREER OBJECTIVE**

* To work with the well established organization which could enhance my career

and where my skills can be applied best.

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**WORK EXPERIENCE**

**From Jan-2019 till Sep-2023 I was working with Freight Systems India Pvt Ltd as an Assistant Manager – Air Product.**

* Providing Air Quotation to customers and Overseas Agents and provide them the best Air Freight solutions according to their Cargo requirements.
* Negotiating with the Airlines for reduction in the Air Freight based on the volume of the cargo.
* Cargo Reservation with the carrier to block the SPACE/ULD.
* Based on Confirmed schedule arranging customs clearance.
* Arranging MAWB draft to customer and HAWB draft when HAWB is involved.
* Co-ordination with Overseas Agent for DDP and DAP Shipments and Import documents as per Destination Customs Requirements.
* Co-ordination with Transporter to arrange pickup from customers warehouse and timely unloading at Airport Cargo Complex.
* Arranging Labeling and Marking once cargo received at Airport.
* After customs clearance handover to the cargo for upliftment to the destination.
* Daily Tracking on carrier site through MAWB and provide tracking information to shipper/consignee/agent until cargo reaches at Destination Airport.
* Closing of the shipment with invoicing to the customer and courier post-clearance document with invoice.
* Processing Vendor Payment (Transporter and Airlines)
* Follow-up on the overdue payment with the customer.
* Customer and Airlines visit to build rapportage with them to get idea on upcoming projects of customer and how can we gain it.

2. From April 2017 to June -2018 I was working with **Logistic Integrators India Pvt Ltd**  as a Sr. Executive-Customer Coordination

**JOB PROFILE**

* Air Export – Import (Pricing-RFQ, Quotation, Documentation, Arranging Transportation, Pre-Alert, Invoicing, DSR Updation, CONSOL HAWB Filing, Import Clearance Co-Ordination)
* Co-ordination with foreign clients Exporter and Importer.
* MIS Report, All Admin Activity (Dispatch Desk), Indian Customs Process.

3.From January 2016 to April 2017 I have worked with **Agility Logistics Pvt Ltd** as an Export Executive

* Air Export – Import (Pricing-RFQ, Quotation, Documentation, Arranging Transportation, Pre-Alert, S.B. Filing, Invoicing, DSR Updation, CONSOL HAWB Filing, Import Clearance Co-Ordination)
* Co-ordination with foreign clients Exporter and Importer.
* MIS Report, All Admin Activity (Dispatch Desk), Indian Customs Process.

4.From November 2014 to November 2015 I have worked with **Continental Carriers Pvt Ltd** as a Customer Service Executive

**JOB PROFILE**

* Handling Air and Ocean Export Import Procedure.(Quotation ,Documentation, Transportation, Pre-Alert, S.B. Filing, Invoicing)
* Co-ordination with foreign clients Exporter and Importer.
* MIS Report, All Admin Activity, Indian Customs Process.

**5**. From January,2010 to November -2014 I have worked with CCN India Pte Ltd as a Sr. Service Providing Officer. (On Roll of Midwaylogics)

**JOB PROFILE**

* Filing of Import General Manifest before arrival of the flight in Customs.
* Filing of Export General Manifest after departure of the flight in Customs.

Clients: (Etihad Airways, Emirates, Fly Dubai, Singapore Airlines, Air Arabia)

* Customs Procedures, Amendment Procedures, Clearance of EGM Pendency.
* Branch Co-ordination between 3 branches: AMD, BOM & MAA.
* Maintaining records of Flights, Amendments & other Admin Work.

**6.** From October, 2007 to October, 2009

* + I have worked with Divya Tourism Pvt Ltd, for **AIR INDIA** as a **Sr, Customer Service Executive.**

**JOB PROFILE**

* **Air Cargo Import & Export.**

\* **Cargo Reservation**: (Dimensions of the Cargo & Weight, Check the Connecting flights of the Destination, Space Availability, Space Reservation)

\* **Cargo Operation**: (Draft a Map for Cargo Loading, Reserve ULD’s from LS, Prepare Export Manifest with ULD details Manually, Other Procedures of Custodian & Customs.)

\* **Cargo Arrival Operation**: (Cargo Depositions, Preparing Cargo Arrival Notice & Providing information to the clients of the Cargo Arrival, Delivery Order)

**7.** From Oct, 2006 to May, 2007

* I have worked with MAGUS CUSTOMER DIALOGS PVT LTD, for **HUTCH** as Customer Care Executive.

**JOB PROFILE**

* Handling incoming calls of prepaid customers from Gujarat, giving product information and also providing the best services to them.

**ACADEMIC PROFILE**

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| --- | --- | --- | --- | --- |
| **Sr.No** | **Exam** | **Board/Uni** | **Year** | **Percentage** |
| **1.** | **S.S.C** | **G.S.E.B** | **2000** | **66%** |
| **2.** | **H.S.C** | **G.S.E.B** | **2002** | **52%** |
| **3.** | **B.Com** | **Guj Uni** | **2006** | **47%** |

**COMPUTER KNOWLEDGE**

* I have completed training from **A.M.A** (Ahmedabad Management Association)

Of the following:

**Microsoft Word**

**Microsoft Excel**

**Power Point**

**Internet & E-mail**

**PERSONAL DETAILS**

Date of Birth : 6th August, 1985

Gender : Male

Martial status : Married

Nationality : Indian

Mother Tongue : Gujarati

Religion : Christian

Hobbies : Music, Social Work

Languages known : English, Hindi, Gujarati