

Gaurav Solanki
24/B,Nandigram Co-Operative Housing Society,
Nandigram-Nana Chiloda
Ahmedabad
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Dear Sir,

Sub: An Application for the suitable post

With reference to the above subject, I have come to know that the subject post/equal with your esteemed organization, I apply myself as a candidate for the same.

My detail Curriculum Vitae is attached herewith for your kind consideration and perusal

If I am given a chance to work, will prove myself worth by rendering hard and sincere work with your organization.

Thanking you,

Yours truly,

(Gaurav Solanki)

CURRICULUM VITAE

Name : Gaurav Solanki

Father's Name : Gautam Bhai Solanki

Date Of Birth : 10th March, 1986.

Address : Gaurav Solanki
24/B, Nandigram Co-Operative Housing Society,
Nandigram-Nana Chloda
Ahmedabad

Education Qualification : Passed X In Second Class from
K T Desai Madhyamik School –Ahemdabad,
In The Year 2002-03

: Passed XII In Pass Class from
K T Desai Madhyamik School –Ahemdabad,
In The Year 2004-05

: B.com in Tolani Commerce Collage –

Extra Qualification : Diploma in Computer Accounting In
Akash Computer Class In Anjar.

Work Experience

Company : M/s. Prince International

Tenure : From September – 2012 to March 2015

Designation : Export Executive.

Job Profile :

- ✓ Prepare complete set of documents pertaining to export/import shipping documentation based on L/C and/or other credit terms.
- ✓ Get all required documents attested from the relevant authorities/ministries/chamber of Commerce.
- ✓ Maintain a direct relationship with the Bank pertaining to all export/import procedures and Documentation.
- ✓ Complete paperwork for acquiring certifications/lab test reports for the required items.
- ✓ Prepare Sales and Purchase contracts, issue Certificate of Origin, Customs/ Insurance Declaration, Monthly delivery/sales reports, issue payment vouchers, etc.
- ✓ Coordinate closely with the logistics/shipping Company/agents for scheduling and bookings shipments to ensure smooth and timely cargo delivery.

- ✓ Prepare suppliers' contracts and getting the same validated and filed.
- ✓ Prepare and file all documentation and relevant email correspondences in line with the ISO 9001:2000 standards.
- ✓ Coordinate and liaise with suppliers and buyers to ensure smooth cargo operations.
- ✓ Prepare freight invoices and receipt vouchers for freight received.
- ✓ Track electronically the status of all the shipments and preparing a report of the same.
- ✓ Prepare and submit statistical reports to the management.
- ✓ Maintain period wise database for tariffs.
- ✓ Handle other trading duties.

Company : M/s. BEN LINE AGENCIES (INDIA) PVT LTD,

Tenure : From February – 2010 to August - 2012
 Designation : Shipping Executive.
 Job Profile :

- ✓ Attend Daily Berthing Meeting
- ✓ Arrange to make Daily Port Position as per Ports Berthing Meeting and send to my HOD.

Before vessel arrival

- ✓ Arrange to send PDA after receiving Agency appointment.
- ✓ Arrange to send Pre-arrival notice to the master.
- ✓ Arrange to send ETA notice once we get ETA from the master of the vessels to the Principals.
- ✓ Arrange to send Expected Berthing Prospects to the Principals and the concern.
- ✓ Declare the vessel in the Daily Port Meeting
- ✓ Declare vessel with the customs in EDI system and Manual
- ✓ Declare the Vessel in the port.
- ✓ Arrange to send intimation latter to The Immigration office and The Pho Office for smooth clearance from them.

After arrival of the vessel

- ✓ Arrange to send Notice Of Readiness to the concern once we get from the master.
- ✓ Arrange Custom, Immigration and PHO (IF REQUIRED) Boarding on board.
- ✓ Arrange Final entry in the EDI system and manual also for smooth clearance of the vessels cargo.
- ✓ Arrange to send Daily Working Report to the Principals.
- ✓ Obtain the Clearance from the Port, Immigration and PHO (IF REQUIRED).
- ✓ Obtain Port Clearance from the Customs for smooth sailing of the vessel.
- ✓ Prepare Statement of Facts on actual basis and arrange to sign and seal from the concern.

After Sailing Of the vessel

- ✓ Arrange to file the EGM in the Customs Department.
- ✓ Arrange to send FDA to the Principals.

Company : M/s. Interocean Shipping (I) Pvt.Ltd.,

Tenure : Since August – 2007 to – March 2010
Designation : Shipping cum Account Asst...

Company : M/s. Genus Electrotech Pvt Ltd.,

Tenure : Since January – 2006 – July 2007
Designation : Store Executive.

- ✓ ERP System Update.
- ✓ Make GRN of Inward material.
- ✓ Update inward register.
- ✓ Issue material to production department under sign by hod.
- ✓ Update outward register which issue for production department.
- ✓ Maintain Daily stock report and send to Purchase Department under copy to HOD.

Language Known : English, Hindi, Gujarati

Interest : Playing, reading, internet, travel

Marital Status : Married

Gross Salary : Rs.27,000/- + Perks

Expected Salary : Negotiable

Declaration – I hereby declare that the above mentioned information is correct to the best of my knowledge.

Place: Ahmedabad

(Gaurav Solanki)