

RESUME



01. NAME : **SHAIKH ABDULRASHID A.**
02. FATHER'S NAME : **SHAIKH ABDULRASUL A.**
03. ADDRESS : 24, MOMIN RAW HOUSE,
NR. FATEHWADI BUS STOP,
NR. SUKUN -3 SOCIETY,
SHARKHEJ ROAD, SHARKHEJ, AHMEDABAD-380 055.
(Mobile : 92274 83003, 9723004168).
04. DATE OF BIRTH : **27.02.1969**
05. SEX : **MALE**
06. NATIONALITY : **INDIAN**
07. STATUS : **MARRIED**
08. PASS-PORT DETAILS : **NO.: R9399131, EXPIRE – 14/02/2028.**
08. EDUCATIONAL QUALIFICATION. : **B.Com & Diploma in Import-Export.**
09. LANGUAGE KNOWN : HINDI, GUJARATI, ENGLISH & URDU.
10. KNOWLEDGE OF COMP. : M. S.OFFICE, TALLY, D.T.P. & GRAPHICS, HARDWARE
& INTERNET SURFING etc...etc....
11. **EXPERIENCE** : 27 Years

I AM WORKING IN A PRIVATE COMPANY, M/S. AKIK DYE CHEM (UNIT-2), DANILIMDA, AHMEDABAD SINCE **SEPT.'1996**. I AM HANDLING "**IMPORT-EXPORT DOCUMENTATION "**, **PRE & POST EXPORT / L/C.& NON-L/C. RELATED DOCUMENTS.**

I MANAGE END-TO-END EXPORT OPERATIONS, INCLUDING ORDER PROCESSING, DOCUMENTATION, SHIPPING, AND LOGISTICS.

I MONITOR AND TRACK SHIPMENTS, RESOLVE ANY ISSUES OR DELAYS, AND ENSURE ON-TIME DELIVERY AND

MAINTAIN ACCURATE RECORDS OF EXPORT TRANSACTIONS, DOCUMENTATION, AND COMPLIANCE ACTIVITIES.

I AM ALSO PROVIDE CONSULTING SINCE 2013 TO M/S. AL REHMAN BELTS FOR EXPORT – IMPORT OF PU, PVC ROTERY BELTS.

I AM ALSO HANDLING **OFFICE ADMINISTRATION. CORRESPONDANCE** WITH EXPORTERS & IMPORTERS.

I AM ALSO HANDLING **SALES & PURCHASE** OF DYES, CHEMICALS & INTERMEDIATES AS WELL AS PU & PVC. ROTTARY BELTS WHICH ARE USED IN TEXTILE PRITING.

TO MAINTAINED **STOCK INVENTORY** OF RAW-MATERIALS AND BOOKS OF ACCOUNT (USED TALLYERP9 COMPUTERISED ACCOUNTING SOFTWARE).

ALSO WORKING AS A **COMPUTER IN-CHARGE** AND ALSO TESTING COMPUTERISED SPECTRO PHOTOMETER REPORT AND CORRESPONDANCE RELATED TO QUALITY CONTROL.

WORKED WITH "ANIL GRAPHICS" AS A COMPUTER OPERATOR FOR FOUR YEARS.

12. Latest contact Nos. : (M) – 0091-8320911656
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(A. A. SHAIKH).