

**BAIJUL GAJJAR****LOGISTICS AND SUPPLY CHAIN SENIOR EXECUTIVE**

D.O.B.: 16-Dec-1986

Nationality: Indian

Location: E-3, Shivam Appartment , Isanpur,  
Ahmedabad - Gujarat

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Email: [baijulgajjar@yahoo.com](mailto:baijulgajjar@yahoo.com)**➤ OBJECTIVE**

To be a part of an esteemed organization like yours and to gain experience in various stages & use my knowledge for betterment of serving Organization.

**➤ AREA OF INTEREST**

Import / Export Documentation, Custom Clearance & Logistics

**➤ SPECIALIZED SKILLS**

- ☐ Import / Exports Custom Clearance and Operations works at SEA, Air & Dry port
- ☐ **Import / Exports Documentation for Customs (Pre & Post shipment) in Manufacturing Industry, SEZ, 100% EOU.**
- ☐ Administration Work

**➤ PROFESSIONAL EXPERIENCE**

Company	Position held	Experience:	Exp. In Year'
PS. Bedi & Co. PVT. LTD.	Senior Executive – Operations	04/05/2015 to Running	Running 3 Years Above
Hind Freight Services Pvt. Ltd.	CHA Executive	21/07/2014 to 19/03/2015	8 Months
Matangi Industries	Export Import Executive	01/04/2013 to 19/07/2014	1 Year 3 Months
Flyjac Logistics Pvt. Ltd.	Export Import Executive	01/12/2010 to 31/03/2013	2 Year 4 Months
Sapphire Exim Agency	Export Import Executive	01/02/2010 to 27/11/2010	10 Months

**1. P. S. BEDI & CO. PVT. LTD.. (AHMEDABAD ) – ‘H’ CARD HOLDER**

- ☐ Knowledge of Import /Exports Custom Clearance works at ICD A’bad & Airport.
- ☐ Handle the Air shipments Freight Forwarding And Documentation.
- ☐ Handle the back Office And Operation Work.
- ☐ Working in Corvi System. **For** Export Import documentation. Shipping Documents, Billing PA & Voucher generating.
- ☐ Handle the Office Admin Work for Ahmedabad Branch.

**2. HIND FREIGHT SERVICES PVT. LTD. (AHMEDABAD / HAZIRA PORT)**

**‘H’ CARD HOLDER**

- ☐ Knowledge of Import /Exports Custom Clearance works at ICD A’bad & Airport.
- ☐ Various Registrations procedures at Custom House e.g.
- ☐ CHA License, ACHAA, Concor etc.
- ☐ Experience of Tele-Marketing & Generating Sales Leads.
- ☐ Knowledge of complete Exports Documentation (i.e. Booking, S.I, Tracking etc.)

**3. MATANGI INDUSTRIES (AHMEDABAD )**

- ☐ **Export documentation for Customs (Pre & Post shipment) purpose (under LC or Non**
- ☐ **Coordination to CHA & Freight Forwarder For Export Shipments**
- ☐ **Application for issuance of Certificate of Origin, GSP GSTP, SAPTA.**
- ☐ **Excise related assignments (A.R.E - 1).**

**4. FLYJAC LOGISTICS PVT. LTD. (MUNDRA)**

- ☐ (Export-Import – Customs Clearance) as an Export Import Executive - Documentations. ( H - Card Holder )
- ☐ Container Planning in CFS Transportation, Lift on / Lift off containers in CFS, Cargo stuffing in container, Cargo Movements in CFS, Handover documents to shipping line.
- ☐ Customs clearance process, EP copies, License registration, verification, Transferring shipping bill number online custom to DGFT Site; AD/IFSC code registration,

**5. SAPPHIRE EXIM AGENCY (AHMEDABAD )**

- ☐ Export documentation for Customs (Pre & Post shipment) purpose (under LC or Non LC, by Sea or by Air) as per international and domestic norms ;
- ☐ Coordination to CHA & Freight Forwarder For Export Shipments
- ☐ Application for issuance of Certificate of Origin, GSP GSTP, SAPTA.
- ☐ Preparation of application for Importer-Exporter Code Number Certificate and (n) code Digital Signature for Joint DGFT & DGFT Related applications.
- ☐ Excise related assignments (B1 Bond and issuance of CT1 form).

➤ **EDUCATION**

Degree	University / Institution	Class	Passing Year
M.Com	Gujarat University (Ex.)	Pass	April – 2010
B.Com.	Gujarat University	Second	April – 2008
H.S.C.	G.S.E.B	Second	March – 2004
S.S.C	G.S.E.B	Second	March – 2002

➤ **ADDITIONAL QUALIFICATION**

- ☐ Full working Knowledge of computer and Internet
- ☐ MS Office, Word, Excel, Adobe Photoshop, Internet.

➤ **LANGUAGES**

**English** : Reading, writing and speaking  
**Hindi** : Reading, writing and speaking  
**Gujarati** : Reading, writing and speaking

➤ **PERSONAL INFORMATION:**

Hobbies : Reading, Sports, Travelling.  
Gender : Male.  
Marital Status : Married.  
Passport : Available Valid to 22-4-2022

➤ **REFERENCES**

Prof. Mr. Shameer Manve  
Branch Manager in PS Bedi & Company (Mumbai)  
Mobile: +91-9820356132

It has always been my goal to stay in touch with Custom officers to complete the task before time limit & update the status to my superior.

**Reason for Change:** For Betterment of knowledge of International Trade.

Place: Ahmedabad.

Yours faithfully

Date : 20 / 12 /2018

(Baijul Gajjar)