

CURRICULUM VITAE

Jigarsinh D. Jadav

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92, Shivshaktinagar,
Opp. Shyamalpark,
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❖ Career Objective:-

- Good communicator
- Attending sessions from the superiors, gaining from their experience, understanding and following planned orders and tasks onsite and offsite.
- Good Presentation skills, passion for excellence & perfection, High energy levels & Result oriented.

❖ Technical Proficiency:-

Operating System : Windows-98, 2000, XP, vista, Window-7 & 11

Languages : C, C++, MS Office, PHP

❖ Interpersonal Skill:-

- Procurement Executive, Office Executive, Administrator Assistant, Export Documentation Executive.

❖ Professional Qualification:-

Degree	Board/University	Score	Year of Passing
Diploma in Computer Engineering (C.U. Shah Polytechnic, Surendranagar)	Gujarat Technological University (G.T.U)	65.0 %	2012
PHP Web Developer	Shark Technology	A	2013

❖ Educational Qualification:-

Degree	Board/University	Score	Year of Passing
S.S.C	Gujarat State Education Board	75.54 %	2008
H.S.C	Gujarat Secondary & Higher Secondary Education Board	44.0 %	2014
B.Com	Gujarat University	SGPA: 5.03	2017

❖ **Professional Experience:**

➤ **(GMP Machineries & Packaging) :-**

➤ **Designation:- Export Documentation Executive** (10 January 2018 to Till)

❖ **Key Deliverable:**

- Making Pre as well as Pre & Post Shipment Documents.
- Co-Ordinate with CHA and Make Sure Perfect Checklist / Clearing Documents.
- Co-Ordinate with Forwarder and Give Shipping Instruction On time and Check and Approve Bill Of Lading as.
- Client Require And as If LC Says.
- Freight Negotiate With Forwarders and Make Sure to Get Best Rate With Confirm Inventory.
- Handling Nomination Shipment, LCL Shipment, Air Cargo Shipment, Doc Stuffing, Factory Stuffing.
- Doing LC consignments So Can Check LC and Making Documents as per LC.
- Working with Multiple Consignment at the same time.
- Making Reports of Exports Goods Every Month.
- Tracking Cargos and Notify Clients.
- Making Plan and Purchase Orders.
- Monitoring all Export Moment and Make It hurdles free.

❖ **Professional Experience:**

➤ **(Supreme Group of Industries) :-**

➤ **Designation:- Procurement & Admin Executive**, (14th March 2013 to 30th December 2017)

❖ **Key Deliverable:**

- Enrol client on call
- Make quotation as client requirement
- Coordination & Negotiation with vendor
- Take payment
- New order reminder
- Arrange transportation

❖ **Personal Details:-**

Name	: Jigarsinh Dolatsinh Jadav
Date of Birth	: 29 th November, 1992
Marital Status	: Married
Language Known	: English, Hindi, Gujarati.
Gender	: Male
Hobbies	: Listening Music, Chatting with Friends.

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Yours Faithfully,
Jigarsinh Jadav