# Application Letter

May 21, 2018

Amit Saini

Ahmedabad

Dear Sir/Medam,

I am writing to you express my interest in the Export Document & Logistics Executive position currently available at your Organization. I believe that I am an excellent fit for this position, given my extensive background in Documents & Logistics and I know that my skill and qualification prove my ability to fill the role.

I believe that after you have reviewed my application and resume you will see that I possess an excellent skill set which matches your requirement perfectly. Thank you for your time and consideration.

Respectfully,

Amit Saini

# amit mahesh bhai saini

70, Mahendra Kumar Ni Chali, Opp Vijay Co-oprative Bank , Naroda Raod,

Naroda Road , Ahmedabad- 380025.

Ph: +91 9033043627

+91 9724298302

E-mail:- Amitrathod.rathod009@gmail.com

**Career Objectives**

* To Work with an organization, in the company of like-minded people, where challenges keep on knocking and the assigned job provides satisfaction and the career growth is always on cards.

**Personal Profile**

 Date of Birth :- 28th june 1989

 Gender :- Male

 Nationality :- Indian

 Religion :- Hindu, Mali

 Languages Known :- Gujarati, Hindi, English

 Marital Status :- married

 Father’s Name :- Mahesh bhai Saini

**Professional experience**

**Present working**

**Company :- Ratnam Stone Export, PrahladNagar Road,**

**Designation :- Export Documents & Logistic Executive**

**Year of Joining :- 03th October, 2017**

**Duration :- Continue to till date**

**Salary**  :- **2.40 LAC. PA.**

**Professional experience**

**Past Worked**

**Company :- Cmandhar Logistics, Ahmedabad**

**Designation :- Import Export Documents Execustive**

**Year of Joining :- 24th jun, 2013**

**Duration :- 4 year 2 month**

**Salary :- 1.80 LAC. PA.**

**Job Profile**

* Shipping bill Preparation (Scheme Wise)
* Noting
* EPCG
* Advance License
* Making Pre Documents
* Making Post Documents
* B/L draft,
* Port/ Factory Booking
* Corresponds with C.H.A & Shipping lines

**Extra Qualification**

* Degree name – **Diploma in Import Export (i-Mex Mengement)**

**Education qualification**

* **B.com** :- 2nd class
* **College**  :- Naroda Arts & Commerce Collage, Ahmedabad
* **Board** :- Gujarat University

**Interest**

* Sports, Watching movies and Public Relation

**Yours faithfully,**

**Amit Saini**