RESUME

Gunjan Rao

Ahmedabad Address: 1, Heritage Enclave, Near Shiv-Dhara Flats, Near Badhsah Farm, Thaltej-Shilaj Road, Ahmedabad-380058

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Email:[raogunjan@live.com](mailto:raogunjan@live.com)

Date of Birth: 5th October, 1987

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OBJECTIVE

Seeking an opportunity for professional challenge and growth in an organization that offers an apt platform for personal development and that promotes innovative ideas aligning the objectives of the company. Seeking a full time career in the field of Shipping & Logistics wherein I can apply my managing and troubleshooting skills for the growth of the organization inclining myself towards helping the organization achieve its vision.

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SUMMARY OF SKILLS

* Well versed in maintaining high standards of customer service with quality & service norms to achieve customer and business retention.
* Possess the ability to work comfortably in diverse teams and challenging environmentwith people from diverse backgrounds and experiences.
* Well developed communication skills with reputation of unwavering accuracy, credibility & integrity, exceptional presentation skills with the ability to perform above expectations.
* Great drive to keep learning new things on a regular basis which proves to be ones asset in the long run equally giving the experience that is essential for long term.
* Adapting with diverse work life is one of the biggest and strongest strength.

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PROFESSIONAL EXPERIENCE

K. R. Shipping & Logistics

Since: Feb 2015 to Present

Post: Manager ( Sales & Marketing )

* Handling of business of our company as well as their group companies. As this company also have their own export house.
* Strengthening and increasing the company structure in Gujarat Region
* Maintenance of quality control, quality assurance for our clients.
* Supervising punctuality, day to day working and supervision of other staff members, work output and channel the work input to improve overall efficiency and keep unit’s morale up.
* Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives
* Boosting Sales upto a limit, where we run our local office on our own exp. Not to ask financial help from HO.

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Cosco Shipping Line.

Since:August 2014 to Jan2015

Post: Manager ( Mundra& Ahmedabad )

* Getting New business for company, generating revenue
* Strengthening and increasing the company structure in Gujarat Region
* Maintenance of quality control, quality assurance for our clients.
* Supervising punctuality, day to day working and supervision of other staff members, work output and channel the work input to improve overall efficiency and keep unit’s morale up.
* Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives

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MFC Transport Pvt Ltd. ( Ahmedabad & Mundra ).

Since: January 2012 till June 2014

Post: Branch Manager

* Getting New business for company, generating revenue
* Strengthening and increasing the company structure in Gujarat Region
* Maintenance of quality control, quality assurance for our clients.
* Supervising punctuality, day to day working and supervision of other staff members, work output and channel the work input to improve overall efficiency and keep unit’s morale up.
* Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives

Projects Undertaken

* **Handling operation for the Building of Kandla Jetting No. 13.**
* **We were providing all the Tug and Barge assistance to Paresh Construction,**

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**Shakti Forwarders Pvt Ltd.(Gandhidham )**

**Since: Oct 2007 to Dec 2011,**

**Post: Marketing & Refund Manager**

* Getting New business for company, generating revenue
* Strengthening and increasing the company structure in Gujarat Region
* Maintenance of quality control, quality assurance for our clients.
* Supervising punctuality, day to day working and supervision of other staff members, work output and channel the work input to improve overall efficiency and keep unit’s morale up.
* Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives.
* Getting refund from the custom dept, for the importer of Scrap..

EDUCATIONAL CREDENTIALS

B-Com 2006-2009

Gujarat University,

Short Term Shipping Couse, 2004-2005

MIT, New Zealand

Secondary High School, 2003-2005

New Samarth English High School, Ahmedabad

Computer Proficiency

* Microsoft Windows, MS Office and Internet Applications

Extra Curricular Accolades

* Achieved First Runner up in Gujarat State Championship in Tennis in 2001
* Represented school in various Sports,
* Keen in Playing Tennis

Languages Known: English, Hindi and Gujarati.