

CURRICULUM VITAE

Vivek Sarveiya

‘Vivek’ End of Naval Nagar 3, Near Khodiyar Mandap
Service, Mavdi Plot, Rajkot-4, Gujarat

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OBJECTIVE:

Diploma in Electrical Engineer in 2010, seeking to work in Export/Import Company. A dedicated worker aiming to help achieve company's goals and take on more responsibility as quickly as possible.

Ability to work independently with high motivation towards new knowledge and good team work.

WORK EXPERIENCE:

Present Working:

Logistics Coordinator:

SAJJAN FOODS DMCC, Export / Import Department

Dubai, UAE

Duties & Responsibilities

- ✓ Responsibility no 1 – Make Post Shipment Documents. (Commercial Invoice/Packing list, BL etc.)
- ✓ Responsibility no 2 – Email Conversation With Buyer / Seller
- ✓ Responsibility no 3 – Forward Original Documents in Bank.

2 Years of Professional Experience

Assistant Export Manager:

The DML Group, Export Department

Rajkot, India

Duties & Responsibilities

- ✓ Responsibility no 1 – Approach International Buyer for Sell Agri Products.
- ✓ Responsibility no 2 – Make Sales Contract for Deal Purpose.
- ✓ Responsibility no 3 – Filling Some Custom Documents (Custom Invoice & Shipping Bill).
- ✓ Responsibility no 4 – Take Insurance if require.
- ✓ Responsibility no 5 – Approach Forwarder and Shipping Line to Take Container Booking.
- ✓ Responsibility no 6 – Make Arrangement for Godown Stuffing.
- ✓ Responsibility no 7 – Take Follow Up With Cha And Shipping Line/Forwarder
- ✓ Responsibility no 8 – Make Post Shipment Documents. (Commercial Invoice/Packing list, BL etc.)
- ✓ Responsibility no 9 – Email Conversation With Buyer
- ✓ Responsibility no 10 – Submit Original Documents In Bank.
- ✓ Responsibility no 11 – Record All Shipment Data.

Relevant Skills:**Electronic Data Processing Knowledge:**

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Create power point presentations.
- ✓ Excel Spreadsheets: Average skills to create and maintain Excel sheets on daily basis.
- ✓ Outlook: Much familiar to use outlook.

EDUCATIONAL QUALIFICATION:**Diploma In Electrical Engineering**

Technical Examination Board (TEB)

Rajkot, India

November 2007- November 2010

Virani High School

Secondary Education

Rajkot, India

March 2007

Relevant Qualifications:**Languages:**

- ✓ English: Speaking, reading and writing
- ✓ Hindi : Speaking, reading and writing
- ✓ Gujarati: Mother Tongue

PERSONAL INFORMATION:

Full Name: Vivek Sarveiya

Nationality: Indian

Religion: Christian

Marital Status: Bachelor

Date of Birth: 1st September, 1991

Place of Birth: Rajkot, India