

Jigar M Mojidra

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410-415

NOW @ DHL

DEC 28 / 3 MONTHS
LVS CUSTOMS
BROKER

OBJECTIVE

Seeking a responsible job with an opportunity for professional challenges. Passionate, goal-oriented, enthusiastic, dedicated and experienced in the field of Customs and Freight Forwarding who would like to add value and growth to your organization.

SKILLS AND QUALIFICATIONS

- Knowledge of filling Transport, Financial, Commercial documents, like B3, CCI, Bill of Lading, Airway Bill, Truck way bill, NAFTA, Certificate of Origin
- Handling and Dispatching Air, Ocean, Overland, Cross border import shipments for USA and Canada
- Pricing and quoting for consolidation shipments and normal shipments in various modes of transport.
- Proficiency in Field related software's like MSR customs (certified), Shipping Solutions, Cargowise
- Proficient in Computer Skills: MS Word, Excel, PowerPoint, Access, Outlook
- Having a great knowledge of INCOTERMS, H.S. Classification of a product
- Knowledge of methods of payments for international transactions
- Cleared CIFFA (Canadian International freight forwarders association) exam
- Excellent in oral and written Communication Skills in English, Hindi and Gujarati
- Outstanding problem-solving skills in every situation
- Able to work in Fast paced, pressurized environment and multi task
- Accurate, Self-Motivated and Ambitious
- Strong and experienced in Customer service
- Excellency in IT and Technical aspects
- Good in Negotiation Skill, bargaining and sales
- IMO Dangerous Goods Certification
- First Aid and CPR certificate
- Preparing for CCS (Certified Customs Specialist)

AUGUST 2020
WORK VISA

Work Experience

Multimodal Import Coordinator (Full-Time)

- 2-3 MONTHS
- 2018 - Present

Freight Sense Inc, Mississauga, On

- Follow operations policies, procedures and standards, and ensure compliance with CIFFA regulations.
- Arrange for dispatching of goods and the tracking and tracing of goods in transit.
- Arrange for payment of transportation, storage and any other related charges.
- Resolve problems and to provide ongoing support.
- Proactive response to service issues.
- Daily communication with overseas office, Sea Freight, Air Freight and Road Freight carriers and subcontractors.
- Monitoring and updating of shipment status.
- Gathering of claim documents and facts if claim is involved.
- File closing and review to ensure all the above processes are adhered to.
- Generating Freight Invoices, Charges and billing it to clients.
- Providing excellent customer service to clients and keeping them updated with information regarding their shipments.
- Providing Customs Documents to customs brokers on time
- Maintaining and Filing of the shipments for company's records
- Producing Documents like Cartage Advise, Road Bill of Lading, Proof of Delivery, Booking Confirmation etc. in Cargo wise software
- Acquiring B3 and invoices and other documents like Pars manifest, Notice of Arrival, Pickup Notice, NAFTA Certificate, Certificate of Origin and Commercial Documents.
- Solving any discrepancy involved in any documents and import process.
- Searching for the best available rates and options for moving the goods with various companies
- Acquiring Necessary Delivery Instructions from Customers and providing it to Trucker or Courier.
- Booking for pickup and delivery with trucking companies and providing them with Appointment details, Shipping hours, Special requirements like Drop unloading or Tailgate delivery.
- Providing Crucial Documents to Airport Terminal, Co-loader, Warehouse, Rail Terminal or Ocean Port for releasing the shipment.
- Releasing or handing over the shipment to a 3rd party.

Sea Freight Data Entry (Full-time)

12+ MONTHS
2017 - 2018

Kuehne + Nagel, Mississauga, On

- Data entry of customs filing for all of Canada;
- Communicate with local offices to remove customs holds;
- Work with carriers/NVOCC's to obtain proper information;
- Work with overseas office to retain the correct information and Documents;
- Handover documents to broker;

- Work with CBSA to ensure smooth entry and processing of E Manifest data
- Assisting Operations for smooth process and avoiding any delays.
- Solve any discrepancies and rectify errors in Arrival notices, Bill of Lading, Commercial Invoices and Packing lists.
- Collaborating with customs broker in obtaining proper documents needed for customs clearance.
- Working in complete paperless environment and proficiency in company's software
- Maintaining record of Shipping documents and e-filing it for further use by other team members.
- Directing customer service representatives to update business profile with any customers contact updates and their specific requirements.
- Tracking and Tracing of goods in transit.

Front Desk Associate (Full-time & Part- time)

2016 - 2017

First Service Residential, Toronto, On

AUG. 2015
AA

- Greet customers and determined their needs and wants
- Analyze and resolved client issues by problem solving skills
- Understand customer needs and recommended the effective solutions to suit their needs
- Attract potential customers by applying innovative solutions to solve customer queries
- Recommends potential products or services to management by collecting customer information and analyzing customer needs
- Resolve service problems by clarifying the customer's complaint; determined the cause of the problem; selected and explained the best solution to solve the problem
- Contribute to team work by motivating team members to excel in roles
- Identify the incidents, finding the source of it and try to solve the incident by preparing incidents report and reporting it to the management

Transportation coordinator (Part- time)

2012 -2015

Jigar Travels, Rajkot, Gujarat

- Preparing the shipment and loading it to the truck
- Weighing the truck gross and net weight
- Provide quotation and Invoice to customers
- Answering phone calls and solve queries of potential customers and clients
- Greeting Customers and fulfill their wants
- Provide consultation regarding beneficial deals for the clients
- Maintaining Logs and accounts of the company
- Attract potential customers by providing best deals than competitors
- Identifying potential threats and risks for the company
- Negotiating with the clients for the right price which is beneficial to both the company and the client.

EDUCATION

International Transportation and Customs

2015 - Present

2017

Seneca College, Toronto, Ontario

- Gained knowledge of various important ports around the world
- Extensive knowledge about various methods of payments used in international transactions
- Analyze the NAFTA rules of origin to determine the eligibility of imported products for NAFTA tariff treatments and completion of NAFTA certificate.
- Identify and apply the correct tariff classification and appropriate tariff treatment applicable to imported commodities.
- Learned to apply various duty calculation methods
- Calculating chargeable weight and freight charges for truck, ocean and air modes of transport.
- Determine the landed cost of imported goods and cost of exporting goods (containers, ULDs (unit load devices), etc.).

Bachelor of Business Administration (BBA)

2012 - 2015

Christ College, Rajkot, Gujarat

VOLUNTEER WORK

- Worked as volunteer in Galaxy Bazar for 2 years (Management and sales).
- Worked as senior Photographer in Christ College for 3 years.
- Worked as photographer in Seneca College for charity events.
- Volunteering for Indo Canada Chamber of Commerce