

JAVIA GAURAV

MBA,
Maritime Management,
B.K school of business management,
Navrangpura, Ahmedabad-380 009,
Gujarat.

Adderss:
5, Patel Colony,
Vedmata appartment-1,
Block no-501 Nr. BSNL Exchange,
Jamnagar-361 008,
Gujarat.

CAREER OBJECTIVE

To build a career in the maritime management field to explore myself fully and increase my potential and to learn and work effectively in an organization and to constantly upgrade my knowledge and skills.

PERSONAL INFORMATION

Name : Javia Gaurav Bharatbhai
Date of Birth : 15/02/1991
Contact no : +91 9898039941
Email : patelgaurav579@gmail.com
Languages Known : English, Hindi, Gujarati

ACADEMIC QUALIFICATION

Course	Institute/University	Year	GPA/Per.
M.B.A (Maritime Management)	B.K School Of Business Management, Ahmedabad (Gujarat University)	2015	2.60 GPA
B.Com	G.H.Gosrani Commerce College, Jamnagar (Saurashtra University)	2013	58 %
HSC	Medha Higher Secondary School, Jamnagar. (G.S.H.E.B)	2010	56 %

COMPUTER SKILLS

- MS Office
- ERP

INTERNSHIP EXPERIENCE

- CADILA Pharmaceuticals Export Department, Dholka, Ahmedabad
- GLOBELINK W.W Pvt Ltd India, Ahmedabad

EXPERIENCE

- I have been working with **Mediterranean Shipping Company - MSC Agency India Pvt Ltd.** Ahmedabad From February, 2015 to March 2020.
- I have been working with **Motto Ceramic** Morbi From August 2020 to November 2021.
- Currently Working with **Antiek Vitrified** Morbi Since December 2021.

JOB DESCRIPTION

- **Export Documentation**
 - BL corrections
 - Invoicing
 - Follow up for payment collection/outstanding
 - Checking for outstanding payment
 - Payment receipt cutting
 - Issuance of Bill of Lading
 - Customer support
 - Issuance of certificates
- **Operations Management**
 - Issuance of Delivery Order
 - Follow up with the customers for the customs cleared documents
 - VGM checking
 - Container tracking
- **Planning Cargo**
 - Confirming PI
 - Cargo Readiness
 - Minimising Cost
 - Sea Freight
 - Transportation
 - Disputing Invoice
 - Tracking Shipment
- **Sales Representative**
 - Marketing Product
 - Generating Leads
 - Finding New Customers
 - Confirming Deals
 - After Sales Service

DECLARATION

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

Your sincerely

Javia Gaurav

Place: Morbi