

## **CURRICULUM VITAE**

**Name: Kapil Suthar.**

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### **Work Experience- :**

**Organization: Patidar Online Services**

Duration: Since 1<sup>st</sup> July 2013-31<sup>st</sup> December 2015

Designation: Customer service and Data Entry

Job profile:

- ❖ Handling Petty Cash
- ❖ Attend Inbound Calls
- ❖ Managing full cycle of operation

**Organization: Sagar mantry's Health Management**

Duration: Since 1<sup>st</sup> August 2016 - January 2017

Designation: Back Office and Customer service

Job Profile:

- ❖ Attend Inbound Calls
- ❖ Managing full cycle of operation

**Organization: Oceanic Pharmachem Pvt. Ltd.**

Duration: Since 23rd January 2017 till date

Designation: Logistics Assistant

Job Profile:

- ❖ Handling Post shipment documents of different Countries and forwarding to overseas customers directly/through bank.
- ❖ Preparing Pre-shipment documents.
- ❖ Coordinating with transporters till cargo reaches CHA warehouse & till Cargo Sea freighted/ Air freighted.
- ❖ Preparing export documents such as Proforma Invoice, Commercial Invoices and Packing List, Insurance policy for CIF, GSP, Certificate of Analysis, Certificate of Origin for Japan & Korea, etc as required.
- ❖ Instruction to shipping companies for the preparation of Airway bill/ Bill of Lading and also relevant documents required by foreign buyers as per their purchase orders.

- ❖ Sending Export Documents to Bank for Negotiation or Collection after receipt of BL/AWB.
- ❖ Preparing Bank Realization Certificate (BRC), downloading EBRC from DGFT website and sending documents for application for MEIS License.
- ❖ Coordination with CHA for Freights Negotiation, Original Documents such as AWB, BL, EP Copy etc.
- ❖ Applying for ECGC for new Buyers.
- ❖ Placing Local Purchase Order to Manufacturer and keeping record of the same.
- ❖ Sending GST Related Documents to Manufacturer and keeping Track of the same.
- ❖ Dispatching Proof of Export Documents to Manufacturer and keeping Track of the same,
- ❖ Sending samples to overseas customers for their evaluation and keeping record of the same.

### **Inquiry Department –**

- ❖ Searching Local Manufactures for the products and sending them inquiry.
- ❖ After receipt of the offer for the product submitting the same to Purchase Department.
- ❖ Sending Reminders to Local Manufactures if Offer not received.
- ❖ Maintaining Data of Local Manufactures products in Excel sheet.
- ❖ Doing Data Entry in excel sheet for New Manufactures found.

### **CAREER OBJECTIVE-:**

I want to be successful person in my life with Leadership Qualities &  
to be honest toward myself with Hard working skill.

### **PERSONAL DETAILS-:**

Father Name: Mr. Umia Shanker Suthar.

Date of Birth: 15<sup>th</sup>Oct. 1995

Marital Status: Unmarried

Nationality: Indian

Gender: Male

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Religion: Hindu

Language Known:-English, Hindi & Marwadi

**Hobbies:**

- Interacting with people.
- Listening Music.
- Leadership

**EDUCATION QUALIFICATION-: dwz**

Exam	Board/ University	Year of Passing	Percentage
BA	M.L.S.U.	2016	54%
12 <sup>th</sup>	Rajasthan	2013	56%
10 <sup>th</sup>	Rajasthan	2011	49.50%

**COMPUTER SKILL-:**

1. Knowledge About MS-Office 2007, 2010.
2. Data Analysis with MS-Access & Excel.
3. RS-CIT & Tally

**PERSONAL SKILL**

- Ability to work as Individual as well as in Group.
- Willingness to learn new things.
- Good communication skills.

I hereby Declared that the above mentioned information is correct & true  
to best of my Knowledge.

Place: Mumbai

Date:

KAPIL SUTHAR