



## AMIT SAHANI

H. No. E-89, Ground Floor,  
Vishwakarma Colony M.B. Road  
New Delhi - 110044  
Mobile: +91 9560056975  
Email ID: [amitsahani21@gmail.com](mailto:amitsahani21@gmail.com)

### • Career Objective:-

Seeking a suitable placement in professional managed organization and utilizes keen analysis, insights & team approach to drive organizational improvements & implementation of the best of my professional and personal strength, Skills, allowing me to continuously grow and learns.

### • Key Skills:-

- Learning Attitude, Strong Determination, Analytical, Problem-solving, and decision-making skills.
- Effective interpersonal skills, including proven abilities to listen, comprehend, effectively communicate clearly and concisely to obtain positive results.
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent verbal and written communication skills.
- Pro-active, Strong organization skills and keep going under tight schedules and pressure.
- Experienced with using relevant software programs to track deliveries.
- Flexible, willing to take on more responsibilities as needed and devote time necessary to complete deadlines.
- Ability to work well in team settings.
- Creative thinking skills.
- Time management skills.
- Good Microsoft office and Computer skills.

### • Behavior:-

- Positive and willing to help attitude.
- I believe in commitment.

### • Working Experience:-

- ❖ Organization : Arunachal Cargo Pvt. Ltd.
- ❖ Total Work Experience : 5 Years +
- ❖ Duration, Designation & Job Responsibilities : As Follows

- From September 2018 to till now working for Arunachal Cargo Pvt. Ltd. as a Assistant Manager in Operation with following Job responsibilities:

Arunachal Cargo Pvt. Ltd. is a custom house broker and freight forwarder engaged in the business of import-export to providing Custom clearing of goods and International Freight Forwarder from all over the world.

#### Key Responsibilities: -

- Responsible for securing new customers, and maintaining and developing existing accounts
- Meet and exceed target set in terms of contributing and generating revenue for the department.
- Identifying potential customers and register opportunities in orient; relentlessly pursue realization of such opportunities leading to revenue for the company.
- Receive Review, and process Export & Import documentation such as B/L for each shipment accurately, thoroughly, efficiently and performing all functions within a strict time frame.
- Maintaining daily shipment status report (DSR) by SEA and updating same to the client.
- Placing booking of containers to shipping companies through INTRA, Liner Website & Manual & Follow up with them for getting booking.

- Submitting shipping instructions to shipping companies for getting the Bill of Lading & Release of the same after confirmation from shipper.
  - Ensuring to book vessel arrangement that will meet customer's requested ETA.
  - Track shipment status using Bill of Lading (B/L) no, container no or booking no whichever is applicable and provide the information to shipper on daily bases. (About the container is stuffed, railed or sailed or not).
  - Negotiating freight rate with shipping lines and Overseas Agent to providing best rate to customer.
  - Correspondence with the overseas agents for running shipment & Queries for shipment booking
  - The service process at any time with the customer to maintain good communication, timely reply to the customer's e-mail and business inquiries.
  - Determined customer needs by asking relevant questions and listening actively to the responses.
  - Tracking the consignment till it reaches to destination & informing delay & early reaching of consignment to customer with reason.
  - Communicating with Vendors, Shipper, Consignee, Shipping Lines, NVOCC & Overseas Agents regarding any kind of issue arises during the shipment process & Making sure to sort it out before deadlines.
  - Coordinating with shipper, Consignee, Counterpart, CHA, Shipping lines, Transporters for efficient movement.
  - Responsible for creating different proposals to attract new Clients & follow up with loss customer for shipment.
  - Prepares Incoming yearly budgeting for 1st half and 2nd half to be reviewed in comparison to previous years and to be reported to the management.
  - Completed documents send to customer with invoice along with all supporting docs.
  - Prepare master sheet for all completed shipment with cost and revenue.
  - Also having good knowledge about FCL process as well as LCL.
- **From November 2015 to August 2018 (2 Years and 9 Months) worked for Akal Logistic India Pvt. Ltd. As a Senior Executive with following Job responsibilities:** Having overall responsibility for the logistics function and Handling of all work like supervising delivery of goods to various geographical locations efficiently.

#### **Key Responsibilities: -**

- Planning shipment as per the urgency and requirement of client.
  - The service process at any time with the customer to maintain good communication, timely reply to the customer's e-mail and business inquiries.
  - Tracking the consignment till it reaches to destination & informing delay & early reaching of consignment to customer with reason.
  - Communicating with vendors, shipper, customers, carriers & agent regarding any kind of issue arises during the shipment process & making sure to sort it out before deadlines.
  - Coordinating with shipper, Consignee, Counterpart, CHA, Shipping lines, Transporters for efficient movement.
  - Coordinating with Sales team to ensure correct billing & supporting other departments within the company.
  - Transporter / Broker's bills receiving checking and submission accounts.
  - Taking follow-ups with client for payment of outstanding balance.
  - Responsible for creating different proposals to attract new Clients.
- **From May 2014 to October 2015 (1 Year and 5 months) worked for CAG Shipping Pvt. Ltd. as Executive (Ocean Export)**

#### **Qualification:-**

EXAM/DEGREE	BOARD/UNIVERSITY	PASSING YEAR
MBA (Logistics & SCM)	Singhanian University	2019
B.A.	Himalayan University	2017
12 <sup>th</sup>	UP Board	2014
10 <sup>th</sup>	UP Board	2012

#### **Computer Literacy:-**

- Windows, Ms-Word, Excel, PowerPoint, E-mails and capable of using Internet service independently, having basic knowledge of hardware which helps me in keeping the proper maintenance of the system.

### • Hobbies:-

- Playing cricket matches because it makes me feel healthy, fit and stronger person. It makes me feel confident and proud of what I am.
- Reading Books: I enjoy reading a book when I feel free.

### • Personal Details:-

<b>Date of Birth</b>	: -	07 <sup>th</sup> May 1995
<b>Father's Name</b>	: -	Mr. Hausila Prasad
<b>Sex</b>	: -	Male
<b>Place of Birth</b>	: -	Azamgarh (U.P.)
<b>Languages Known</b>	: -	English, Hindi
<b>Marital Status</b>	: -	Single
<b>Nationality</b>	: -	Indian

### • Personal Statement:-

I consider my personal strength to include adaptability, flexibility and ability to learn quickly. I have well-developed interpersonal skills with both staff and client while maintaining professional attitude. I am able to make decisions independently and confident of abilities to succeed as a good and effective person. I am currently seeking a position which will allow me to utilize my skills, knowledge and experience to their full potential.

Date:

(Amit Sahani)

Place: New Delhi

Sign: \_\_\_\_\_