

CURRICULUM VITAE

T.SURYANARAYANA

PH-9966061917

Email: suryanarayana.tr@gmail.com

Objective

Looking for a long-term association with a company having a dynamic working environment where my skills could be shared and to grow in the hierarchy of the company.

Academic Profile

B.com(COMMERCE) by discontinue.

Intermediate (12 Std.) by Board of Intermediate Education in June 2002 with 72.1%

S.S.C (10 Std.) by State Board Seconndry Education A.P in March 1999 with 69.5%

Technical Profile

Computer knowledge well at M.S OFFICE, DTP operating

as well as net working also

EXPIRIENCE:

2 ½ years had worked as a Office Assistance(with documentation) in

TRANS ASIAN SHIPPING SERVICES PVT LTD.(BRANCH OFFICE:HYDERABAD)

5 years worked as a Administration & Customer Support in

Admiral Logistics (India) Private Limited ,Visakhapatnam.,

2 years worked as a operation executive in ATLAS LOGISTICS PVT LTD. VISAKHAPATNAM.

Job Profile:

- 1. BL draft updatation & Releasing.**
- 2. DO Releasing.**
- 3. Invoices preparation of IMPORT / EXPORT .**
- 4. Daily report updatation through system and same updated to customers.**
- 5. Cheques Updatation and Clearing details.**
- 6. Managed the logistical processing of customer orders, includes coordination with vendors, sales staff, customer service representatives, billing representatives, warehouse and shipper.**
- 7. Coordinated all documentation for overseas shipments, including legalization of documents .**
- 8. Ensured timely issuing shipping instructions, negotiated Letters of Credit.**
- 9. Reviewed all orders of major customer, track shipment of orders and timely delivery, coordinate shipments from warehouse to customer, manage documentation.**
- 10.Handled queries from customers, and overseas offices regarding order documents and shipments.**
- 11.Tracked product inventory and monthly sales.**
- 12.Providing Online information to all customers and keep the good relationship with them**

PERSONAL BIO DATA:

NAME : SURYANARAYANA.TIRRI
Father's Name : RAJANNA
Date of Birth : 10-05-1984
Marital Status : MARRIED
Nationality : INDIAN
Languages Known: TELUGU, HINDI and ENGLISH

PRESENT ADDRESS:

T.SURYANARAYANA
H.NO: 3-449
DAIRY FORM ROAD (HIGHWAY)
ADARSH NAGAR
VISAKHAPATNAM.

PERMANENT ADDRESS:

S/O.Mr.RAJANNA.TIRRI
STREET : PEDDAVEEDI
VILLAGE : GUNUPALLI
POST : METTURU
DISTRICT: SRIKAKULAM (A.P)
PIN: 532219

In view of the above. I request you to be kind enough to give me an opportunity to serve your esteemed organization in the capacity mentioned above for which act of kindness I shall remain thankful to you

DECLARATION

I here by declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.

Thanking You Sir,

Yours Faithfully,

DATE:

PLACE :

T.SURYANARAYANA