

# RESUME

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**Name: Nikhil Ganpat Auti**

## Personal Information

**Address:** House no- 398, Room No-G001,  
Sec-5,Near Golden Palace Hotel,  
Sanpada, Navi Mumbai.

**Pin:** 400 703

**Mobile Phone:** 9768953163

**E-mail:** [nikhilauti1995@gmail.com](mailto:nikhilauti1995@gmail.com)

**Nationality:** INDIAN.

**Date of Birth:** 29th April 1995

**Marital Status:** Unmarried.

## Education

- S.S.C from Nityanand High school (March 2010)
- H.S.C from ICL College, Vashi (March 2012)
- B.Com from Shankar Narayan College, Bhayander [Mumbai University, Mumbai (March 2016)]

## Work Experience

**Organization:** Navjyot International Trading Pvt. Ltd (Export House)

**Designation :** Logistic coordinator (Export)

**Working period:** Working From February 2018

**Work profile:**

1. Pre & Post Shipment Documentation: Handling sea export shipments (COO, Phyto, Etc).
2. Co-ordinate with plant factory & make a stuffing planning for shipment.
3. Make proforma invoice as per sale contracts & new confirmed order by taking the order details from sales team.
4. Co-ordinate with forwarders for sea freight, Bookings / BL's.
5. Preparing BL Draft and approved first print of bill of lading, preparing load list, making certificate of origin, check & approved the drafts received from forwarder.
6. Responsible for creating accurate export documentations and executing shipments timely.
7. Co-ordination with freight forwarders, clearing agent (CHA) & transporters for timely arrangements.
8. Co-ordinate with Transporter & CHA for stuffing the container.
9. Follow up by transporter, CHA & Forwarder to make a shipment as per planning.
10. Prepare Post shipment documents.
11. Shipment tracking.
12. Handling basic queries by factory via phone & email for coordinating with Transporter & CHA.
13. Follow up with transport for gate in the container & follow up with CHA for Handover the shipment document.

**Organization : Exodus Chemtamk Pvt. Ltd. (Freight Forwarder)**

**Designation : Logistics Assistance (Export)**

**Working period:** From July 2016 to January 2018.

**Work profile :**

1. Co-ordinate with overseas agents / local clients & update the shipment status on time to time,.
2. Co-ordinate with shipping line & other forwarders for Bookings / Haz Approval / BL's & freight invoices.
3. Providing vessel schedule & transit time to client & agents.
4. Filing SI, HAZ DG & VGM to shipping line & consolidators.
5. Preparing & releasing HBL & MBL to shipper.
6. Handling customer basic queries via phone & email (Routine, vessel schedule, transit time, transshipment, stuffing & SOB status.
7. Send container/ ISO tank loading confirmation to clients & overseas agent.
8. Follow up to client & agents for payment.

### Computer skills

**Operating System : WINDOWS & MS-OFFICE**

### Strength

- Positive & optimistic attitude
- Self Confidence
- Ability to work in group/team
- Maintaining Discipline

### Personal Details

**Gender : Male**

**Religion : Hindu**

**Language Known : Marathi, Hindi and English**

**Hobbies : Listening Music, Work Out**

### Responsibilities

Looking for a responsible position where I can show my work and ability, I am a quick learner who looks forward to challenges and interacts well with all levels of staff.

**Date: .**

**Place: .**

Nikhil Ganpat Auti