

Curriculum Vitae

Amit Kumar

Flat No 31,

Akbar Travels building

Mob-581153917

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PROFESSIONAL SUMMARY:

I have 9 + years of work experience in the areas of Corporate Operation in The Freight Forwarding Industry. I hold a master's degree in Business Administration (MBA) with the specialization of Marketing / Human Resource.

WORK EXPERIENCE DUBAI:

EMIRATES LOGISTICS LLC : (DOCUMENTATION EXECUTIVE).
INDUSTRY : (FREIGHT FORWARDING)
DURATION : (JUL 2024 TO DEC 2024).
LOCATION : (DUBAI).

Basic Job Responsibilities:

- Acquiring potential clients to generate revenue for the company.
- Responsible for the preparation of quotation for customer.
- Daily follow up for new business & updating for existing trade to the customers for their shipments.
- Attend queries through calls and emails from local and international shipping agents.
- Handling the export and import documentation (invoice & packing list).
- Provide quoting to overseas agents and partners and domestic services for DDP & DDU shipment
- Providing routing information and issuing shipping instructions.
- Manage healthy and profitable relation with existing clients and provide them after sales services.
- Duties include all aspect of customer services; arrange transportation, shipment coordination with overseas partners.
- Co-ordinate with other departments (Collection, Billing & Operation) for all pre and post sales activities.
- Handling the communication with the clients and representing the company in a professional and businesslike manner.

WORK EXPERIENCE DUBAI:

ALACRITY SHIPPING LLC : (IMPORT DOCUMENTATION EXECUTIVE).
INDUSTRY : (FREIGHT FORWARDING)
DURATION : (JAN 2023 TO MAY 2024).
LOCATION : (DUBAI).

Basic Job Responsibilities:

- Maintain shipment files, issue reports and respond to customer inquiries regarding status of the shipment.
- Provide freight rates to customers and customer service department.
- Interact with shipping line to get the container on time assisting the logistics manger in day-to-day function.
- Controlling loading and unloading of cargo.
- Handling inbound and outbound shipments.
- Submitting custom related document on time.
- Coordination with transporters for local delivery and loading unloading of containers.
- Notify consignees/customers regarding the arrival of shipments.
- Client oriented and issuing E token and gate pass for concerned vehicles and communicating with agents worldwide in terms of shipping coordination pre-alerts.

GLOBE TREKKERS LLC : (IMPORT DOCUMENTATION EXECUTIVE).
INDUSTRY : (FREIGHT FORWARDING).
DURATION : (JAN 2022 TO DEC2022).

Basic Job Responsibilities:

- Handling customs accounts for import services providing.
- Quotation for the ocean import shipments, up sells, logistics consulting and shipment.
- Coordination with the operations department.
- On-customer booking and shipment details.
- Provide quoting to overseas agents and partners and domestic services for DDP & DDU shipment.
- Handling the communication with the clients and representing the company in a professional and businesslike manner.

JOY LOGISTICS PVT LTD : (ASST OPS MANAGER).
INDUSTRY : (FREIGHT FORWARDING).
DURATION : (JAN 2017 TO DEC2021).

S- NET Freight India Pvt Ltd : (ASST OPS MANAGER).
INDUSTRY : (FREIGHT FORWARDING)
DURATION : (DEC 2014 TO DEC 2016).

FORBES & Company Ltd : (Sales Executive Jul 2010-Sep2014).
INDUSTRY : (FREIGHT FORWARDING & NVOCC)
DURATION : (DEC 2010 TO SEP2014).

GATI International : (Sales Executive)
INDUSTRY : (FREIGHT FORWARDING)
DURATION : (JUL 2005 TO JUN2010).

Personal Detail:

Name - Amit Kumar.
Father's name - Sh. Amar Pal Singh.
Date of birth - 01/11/1981.
Pass Port No - H 8552669.
Nationality - Indian.

Date:

Place:

Amit Kumar