

FAIZAN HABIB GAJI

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ABOUT ME

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

WORK EXPERIENCE

Export Documentation Executive | Gujarat Ambuja Exports Limited | Ahmedabad | Sep 2023 - Feb 2025

Key Areas

- Export Documentation (Post-Shipment & LC)
- SAP HANA, MS Office
- Maintaining Shipments & Documents Record
- Coordination with Logistics, Insurance, Plant & Sales Team
- BL draft correction & Approval
- Arranging third party documents

Key Responsibilities

- Prepared and managed post-shipment documentation (List of Documents As per buyer requirement) using SAP HANA and MS Office Suite.
- Coordinated with sales/marketing, Plant, Insurance and logistics teams for Shipment related queries and document requirements.
- Reviewed and corrected BL drafts for export shipments; ensured timely BL release.
- Successfully managed Letters of Credit (LC) shipments, minimizing discrepancies and exceeding customer expectations.
- Prepared documents for short-distance shipments immediately after BL release to ensure timely dispatch.
- Coordinated for issuance of required certificates (Phyto, Coo, Health, NON-GMO, Weight and Quality, Fumigation, Route certificate, shipping line certificate, etc.) with logistics and external agencies like Aeida, Assochem, Surveyors, EIA, Etc.
- Maintained organized records of export documentation for easy retrieval during audits and reporting.
- Implemented process improvements based on buyer feedback, minimizing errors and enhancing accuracy.
- Ensured seamless communication and issue resolution across internal departments related to shipments.
- Monitored the entire document lifecycle, ensuring timely preparation, submission, and compliance with both domestic and international regulations.
- Dispatched Export and LC documents to bank and buyers upon approval of soft copies.

Operation & Nomination Executive | Greenwich Meridian Logistics India Pvt Ltd | Ahmedabad | Oct 2021 - Sep 2023

Key Areas

- Customs Clearance & Pre-shipment Documentation
- Coordination with CHAs, Transporters, Shippers
- EXW & FOB Shipments Handling
- Overseas Agent Communication & Rate Quotation
- Providing Value-Added Services (COO, Fumigation, Insurance)
- MS Outlook

Key Responsibilities

- Streamlined customs clearance and pre-shipment documentation, coordinating with CHAs, transporters, and shippers.
- Managed EXW/FOB shipments, including overseas agent communication, rate negotiation, and pickup arrangements. Proactively tracked shipments via ICEGATE, ensuring timely cargo offloading and resolving operational issues.
- Provided value-added services (COO, fumigation, insurance, palletizing) to enhance customer satisfaction.
- Planned and executed LCL console shipments to key ports (DND, Jebel Ali, Port Kelang, Singapore).
- Maintained documentation records and addressed operational issues through calls and emails.
- Ensured regulatory compliance and prompt resolution of customer queries.

EDUCATION

Master of Business Administration - MBA, Shipping and logistics, B.K. School of Professional and Management Studies, Ahmedabad | 2022

- GPA: 3.73

- Percentage: 53.1%

12th (HSC), Gujarat Higher Secondary Education Board | 2017

- Percentage: 60.26%

10th (SSC), Gujarat Secondary Education Board | 2015

- Percentage: 53.66 %

SKILLS

- Export Documentation
- Export Operations
- SAP HANA
- Ms Office
- Teamwork
- Freight Forwarding
- Customer Service
- Transportation
- Time Management

LANGUAGES

- Gujarati
- Hindi
- English

PASSPORT DETAILS

Passport No: Z7185672
Date Of Issue: 06/06/2023
Date Of Expiry: 05/06/2033

PERSONAL DETAILS

Nationality	Date of birth	Visa status	Marital status
INDIAN	10/04/2000	Article 18 Transferable	Unmarried