

BHARATH

CONTACT

B- 11, CHINA CLUSTER,
INTERNATIONAL CITY, DUBAI.
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EDUCATION

M.B.A (L&SM) – 74% 2020-2022

Institute of Distance Education,
Madras University, Chennai.

B.B.A (L&SM) - 64% 2017-2020

Subbalakshmi Lakshmipathy
College of Science, Madurai.

HSC - 76% 2017

Dolphin Metric Higher Secondary
School, Madurai.

SSLC - 88% 2015

Dolphin Metric Higher Secondary
School, Madurai.

KEY SKILLS

- Complex Problem Solving
- Quick Learner
- Proficiency in MS Office – Word, Excel & Power Point
- Excellent communication
- Highly Organised

CERTIFICATIONS

PROFILE

To build career in a growing organization, where I can get opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the ladder through continuous learning and commitment.

EXPERIENCE

CMA CGM • SEP 2020 – FEB 2024

(3.5 YEARS OF EXPERIENCE)

POSITION : Export Documentation Officer

- Responsible for Complete Export documentation (Pre & Post-shipment).
- Responsible for supporting export activities.
- Responsible for the accuracy of the documents.
- Prepares processing documents & Performs documentation of Inbound & Outbound consignments and Completes the post document activities.
- Oversees preparation of commercial documents in accordance with export & handles recordkeeping requirements to support timely payment of product.
- Prepares documents and forms to move goods efficiently through import and export steps and procedures.
- Performs other duties, assignments and responsibilities as assigned or required.

SOFTWARES HANDLED

- Salesforce
- Citrix Domain

DECLARATION

- EXIM Logistics & Shipping Management.
- Typewriting English (Junior Grade) with I Class.
- Basics of Geography.

LANGUAGES KNOWN

- English
- Tamil

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Date :

Place :

(BHARATH)