

SHOAIB RAZA

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SUMMARY & CAREER OBJECTIVE

An evolving person who is diligent, resilient and constantly growing. I will always put effort to improve myself and to have a positive impact on the workspace. The result was driven, self-motivated and resourceful with more than 1 year of experience in Shipping & Logistics department. Eagerly awaiting to be a part of the professionally managed organization.

WORK EXPERIENCE

- Worked as in **CAPTAI'S FREIGHT DWC LLC** from Aug 2023 to Till Date.
- **Job Profile** “**OPERATION EXECUTIVE**”

Job Responsibilities

- Clearance the Custom Documents for Import and Export Shipment by SEA and By Air.
- Handling Dubai Trade, Dubai Chamber and MOFA Invoice Attestation
- Booking Ocean Freight for customer from shipping line CMA CGM Line , Maersk Line, MSC Line, COSCO Shipping, HAPAG Lloyd, Hikaru Shipping, Yang Ming Line and many more shipping line.
- Giving Freight rate to the customer. Like Hamburg (Germany), Bahrain, Thailand, Genoa (Italy), USA, Canada and Many more Country.
- Making a Bill of Entry and Bill of Lading.
- Taking DO from the shipping line and clearing the shipment.
- Pulling out the container and Generate the Token time to time.
- Coordinate with customers and shipping line by E-mail and calls.
- Manage day-to-day Operation in Excel sheet, Invoicing, Transporter, Export / Import Document and Custom Document.
- Making Goods Receipt Notes and Delivery Notes for incoming and outgoing cargo.
- Resolved the customer queries by E-mail and sending the Ocean Freight Quotation to the customer.
- Making BOE gate pass in Dubai Government portal and Locals gate pass as well.
- Check proper Documentation on the Company Portal and verify for further process.
- Reported to the Manager and recorded the data in Common Folder of Company.
- Check proper Invoice and Trucking the shipment for ETA update to the customer.
- Clearance, Data Record, Under Manager, Maintenance proper, Check Documents Etc.

PROJECT DETAILS

- **Summer Internship Report**
- **Description** : Internship
- Report Duration** : 90 Days
- Role** : OPERATION EXECUTIVE

EDUCATION QUALIFICATIONS

- **DIPLOMA IN COMPUTER APPLICATION**

Field of Study : (DCA) Microsoft Excel, MS Word, Power Point, Email, Typing Etc.
Institution : EDUCATION NATIONAL INSTITUE OF TECHNOLOGY
Year of Passing : 2017
Grade : A

- **BBA LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

Field of Study : (Logistics and Supply Chain Management, E-Commerce, Transportation, EX-IM Etc)
Institution : GALGOTIAS UNIVERSITY (DELHI NCR)
Year of Passing : 2022
CGPA : 8.09

INTERESTED FIELD

- Operation executive
- Documentation
- Supervisor
- Maintenance Management
- Team Leader

SKILLS

- MS - Word / MS - Excel / Power Point
- E - Mail Communication (Outlook)
- Tally Erp9
- Internet Surfing
- Digital Marketing
- Microsoft Outlook

PERSONAL DETAILS

• Date Of Birth : 02-10-2002
• Father's Name : Sarfaraz Ahmad
• Gender : Male
• Nationality : Indian
• Language Know : English, Hindi, Urdu, Arabic (Read)
• Religion : Muslim
• Marital Status : Unmarried
• Blood Group : AB+
• Passport Number : V5115476
• Passport Expiry Date : 01-02-2032
• Permanent Address : Village– Pakardih, Po+Ps– Imamganj, District– Gaya, State– Bihar, Country – India 824206

DECLARATION

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

Current Location : Dubai South (DUBAI)

(SHOAIB RAZA)