

CONTACT

Abhishek Anil Telkunj



9004650195

abhishektelkunj5504@gmail.com



EXPERIENCE

2020 - 2021

- **Customer service and operation**

Kayne express pvt Ltd

Customer service: Canada process calling in canada and confirming the address for their debit and cheque book delivery.

2021 -

- **Operation executive**

TT logistics and cargo pvt Ltd

1. Financial Statement Oversight: Monitor and maintain financial records, ensuring all statements are meticulously updated and compliant with industry regulations.

2. ECSD Preparation: Accurately prepare and validate Electronic Consignment Security Declarations (ECSD), ensuring all documentation adheres to financial and regulatory guidelines.

3. Pre-alerts and Logistics Coordination: Facilitate seamless logistics by proactively generating pre-alerts for flights, ensuring timely and accurate communication to minimize disruptions in operations.

4. Financial Management and Cost Optimization: Execute CAP accounting processes with precision, automating rate calculations to optimize costs while ensuring financial accuracy and compliance.

5. Data Entry and Full Data Capture (FDC): Diligently perform data entry and Full Data Capture tasks, ensuring complete and accurate data is captured for thorough financial analysis and reporting.

6. Documentation and Record Keeping: Maintain precise records of house and airway bills using the Descartes platform, contributing to accurate billing, tracking, and tracing of cargo shipments.

7. Cargo Booking and Financial Accuracy: Manage cargo bookings through the Optima system with a focus on accuracy and efficiency, ensuring all financial records are properly logged.

8. Compliance and Regulatory Adherence: Ensure all financial operations and documentation are compliant with relevant regulations, fostering an environment of financial accountability.

9. Process Improvement and Innovation: Actively seek opportunities to improve existing financial and operational processes, contributing to greater efficiency and accuracy within the team.

10. Team Collaboration and Learning: Work closely with team members to foster a collaborative environment, sharing knowledge and learning from experienced

colleagues to further enhance financial and operational performance.

11. Billing and Invoicing: Ensure the accuracy and timeliness of billing processes, contributing to smooth financial transactions and minimizing errors in invoicing.

12. Financial Data Reconciliation: Reconcile financial data across multiple platforms and systems to ensure consistency and accuracy in reporting and analysis.

EDUCATION

2021

- Mumbai university
B.com
60%

SKILLS

- Ms word
- MS EXCEL

ACHIEVEMENTS & AWARDS

- Star of the quarter 2 times

PERSONAL DETAILS

- Date of Birth : 17-08-1999
- Marital Status : Single
- Nationality : Indian
- Religion : Hindu
- Gender : Male
- Place : Mumbai