

# 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

INDIAN

Date of birth

10/04/2000

Visa status

Article 18 Transferable

Marital status

Unmarried