# Image **SAURABH KATYAL**

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**CAREER OBJECTIVE:**

A Challenging position in an organization, which values sincere hard work, dedication, teamwork and innovative solutions related to new technologies and where I can develop/sharpen my own skills, which in the long run would benefit my own organization.

A sincere hardworking dedicated team player, goal oriented professional having pleasing personality, effective communication skills and concern for the institution and men associated with, Will prove to be an asset to the organization.

## **Working Experience:**

Presently working with Prima Telecom Limited as Sr. officer in Logistic Department from 16-Nov-18 from till date.

Job Profile:-

**IMPORT SHIPMENTS**

1. Track all import shipments on daily basis.
2. Submit the shipment tracker report in business meeting on daily basis to our management.
3. Following up with our Fast Forwarders for upcoming shipments. E.g. pick up, pre alert.
4. Following up with our CHA for clearance, which shipments are under custom.
5. Following up with our CHA & Courier partners for BOE filing in custom within 24 hours of shipment arrival.
6. Submit the payment advice to our F&A & do follow up until payment done. E.g. Duty, Clearance Charges & Freight Charges.
7. Check all the Bills of our CHA/Transporter / Fast Forwarder / Courier partners & submit those bills in our finance for payment.
8. Following up with our FF for D.O. releasing & handover to our CHA for clearance the shipment.
9. Resolve the queries which are raise in custom for clearance.

**LOGISTICS:**

1. Book the shipments with Carrier.
2. Track all shipments until deliver to our clients.
3. Following up with our carrier for original pod.
4. Submit the original pod in our finance for payment collection from our clients.
5. Check the bills of our carrier & submit those bills in our finance for payment.

**Previous Experience 1:**

Worked with **UPS JETAIR EXPRESS P LTD as Center Clerk Executive from 12**-Mar- 13 to 14-Nov-18**.**

Job Profile:-

**Account Receivable (AR):**

1. Following with customer for payment & send field staff to collect the payment.
2. Making weekly & monthly collection report & submit to H.O.
3. Achieving collection target above 85% of total current outstanding.
4. Maintains above 60 days outstanding below 6% of total AR.
5. Maintains above 120 days outstanding should be at Zero level

**CUSTOMER SERVICE:**

1. Working & resolves customer’s queries of North & East India regarding Service/ Payments / Pick-ups & Deliveries issues in our ECM software.
2. Following with concern Brown centers & locations to resolve the customer queries.
3. Following with concern agents of non-brown locations.

**OPERATIONS:**

1. Makes incentive of field staff as per productivity on monthly basis.
2. Doing misc. Activities in operation dept.

**Previous Experience 2:**

Worked with **UPS JETAIR EXPRESS P LTD** on behalf of **M/s Trans Modal Service Pvt. Ltd.** as **Service Provider** from 20 Nov 10 to 03 Mar 13.

Job Profile:-

1. Managed all pick-ups & deliveries.
2. Managed all documents of international cargo shipments.
3. Managed all commercial documents of custom clearance & dispatch to the customer with acknowledgement.
4. Made the report of all custom clearance shipment on daily basis.
5. Worked all operations activities on system & also maintained back office activities.
6. Handled all Inbound & Outbound OPS related quires for timely resolution.

**Previous Experience 3:**

Worked with **M/s OBEROI GLASS HOUSE (H.O)** as a **Branch Coordinator** (UP) from

14/01/08 to 06/10/10.

Job Profile:-

1. Meet the sales and collection target.
2. Maintain good relationship with customers.
3. Credit verification of new customers.
4. Submit weekly / monthly management report.
5. Achieved collection target above 85% of total current outstanding.
6. Maintained above 60 days outstanding below 6% of total AR.
7. Maintained above 120 days outstanding should be at Zero level.
8. Prepared of credit notes with necessary approval.
9. Minimized bad debts.
10. Maintained stock at center & documented
11. Data entry in tally of sales & purchase.
12. Sitting with our CA for E-filing of sales & purchase.

**Previous Experience 4:**

Worked with **UPS JETAIR EXPRESS P LTD** on behalf of **M/s Trans Model Service Pvt. Ltd.**  As FIELD REPRESENTATIVE from 01 Feb 05 to 01 Feb. 07.

Job Profile:-

1. Managed all pick-ups & deliveries.
2. Managed all int'l cargo shipments.
3. Managed all commercial documents of custom clearance & dispatch to the customer by POD.
4. Made the repot of all custom clearance shipment day by day

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### **Academic Education:**

1. L.L.B. From MJP Rohilkhand University (2017)

2. B.Com from MJP Rohilkhand University (2006).

**Language Known:**

1. HINDI, ENGLISH, PUNJABI

### **Skills Known:**

1. Good Knowledge of computerhardware / software & sound knowledge of MS Office.

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### **Personal Information:**

Father’s Name :- SHRI VINOD KUMAR KATYAL

Date of Birth :- JAN 14, 1985

Marital Status :- Married

Nationality :- Indian

**(SAURABH KATYAL)**