

Curriculum Vitae

ABHISHEK SHARMA

CAREER OBJECTIVE:

Contact Information:-

To pursue a career in professional environment of reputed concern and grasp learning opportunity.

Address: -

A- 160,
West Vinod Nagar
Delhi - 110092

Mobile-+91-
8750231457

E-mail:-

abhishekluvvv@gmail.com

EDUCATION CREDENTIALS:

- Passed XIIth in 2012 From (C.B.S.E.)
- Passed Xth in 2010 From (C.B.S.E.)
- B.A Graduate from Delhi University
- MBA from SMU (HR)

COMPUTER LITERACY:

- Working Knowledge of Ms-Office
- Knowledge of Internet
- Knowledge of Hardware, Networking and Software installation.

OTHER COURSE:

- Computer Operating Knowledge

KEY STRENGTHS :

- Ability to hold responsibilities.
- Friendly nature.
- Supportive team member.
- Proficient communicator.

EXPERIENCE :

- 0.6 Year (OM FREIGHT FORWARDERS PVT LTD.)
- 3.5 Year (BBN INTERNATIONAL)
- 3 Month (FREIGHT MANGO) US Operation
- Documentation (export import)
- Email, Calling, Customer Handling
- Air Freight & Ocean freight rate negotiation
- Preparation of custom clearance documents for Export & Import
- Arrangement of Local transportation
- Manage operation team
- Checking of draft AWB and BL
- Manage operation team of custom ports
- Making of E-waybill (Inward & Outward both)
- Maintain Daily Shipment Record (DSR) in excel sheet
- Making of letter for custom if any query raised by custom officer & coordinate with CHA for Timely Delivery of Shipments

PERSONAL INFORMATION:

Father's Name	:	Mr. Mukesh Sharma
D.O.B	:	10-03-1995
Nationality	:	Indian
Marital Status	:	Single
Religion	:	Hindu
Sex	:	Male
Languages	:	Hindi,English

DECLARATION:

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place :.....

Date:.....

(ABHISHEK)