

ATUL PRABHUNATH PANDEY

205 Mohan Greenwoods Phase 3 Olive 12 Manjarli Badlapur West
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OBJECTIVE

To utilize the knowledge and skills acquired to its fullest extent for the benefit of the organization and at the same time to continue learning.

EDUCATIONAL QUALIFICATION

Under Graduate in B.S.C from UTTAR PRADESH UNIVERSITY

H.S.C. in Science from UP BOARD in the year 2013 with First Class

S.S.C. from Mumbai BOARD. in the year 2011 with Second Class

WORK EXPERIENCE

1. Currently Working with **M/S Reliable Global Solution Pvt Ltd** as a **Manager Import Operation and Documentation**
2. 1.3 Years with **M/S SS SUPPLY CHAIN SOLUTION PVT LTD** as a **Sr.**
3. **Executive (Customer Service Imports & Supply chain Logistics)**
4. 6 Month In **CHEMIE ALLIANCE INDIA PVT LTD** as a **Sr. Executive (Customer Service Imports & Logistics)**
5. **3.5 Years In M/S BDP UGL PVT LTD** as a **Sr. Executive (Customer Service Import**
6. **3 Years In M/S Babaji Shivram Clearing & Carriers Pvt. Ltd. as a Sr. Executive**
7. **1 Year in Jaguar Shipping Services Pvt Ltd**

JOB PROFILE:

- Responsible for the entire operation/Documentation for **Import**.
- Update Daily DSR, Bond statement (which is submitted with shipping co.), & send to concern person.
- Handling all **documentation** work.
- Online Check List preparation Esanchit & noting BE
- Responsible for delivery of consignment to Client's.
- Collect all Charges from Shipping Co. (THC, Washing, Survey, Lift On/Off, Stamp Duty etc.)
- Coordinating with Shipping Co.'s & Client's for various operational issues.

- Provide Consignment related all Documents to Custom & Dock person for clearance.
- Follow up with local shipping agent for **Container movement** or **Container De-stuffing** on priority.
- Arrange Delivered Order from Shipping Co. & Arrange Vehicle to deliver the Goods.
- Responsible for DPD delivery of consignment to Client's
- Handing oil Field Client with Bulk and Project Shipment
- Arranging CE Inspection for OLD and USED Products
- Stock Report to the Origin Maintaining Stock for Day-to-Day Supply
- Transportation Management
- Clients Already Handling Huntsman International, Dupont, Steelcase, Bridgestone, Great ship, Halliburton, ONGC, Savita Oil

COMPUTER PROFICIENCY:

Visual Impex, 4shoft, ICE Gate Online,
DOS, Windows 98, MS-Word, MS-Excel, MS-PowerPoint,Internet.

PERSONAL INFORMATION:

- DATE OF BIRTH: 25th Apr.1994 □ MARITIAL STATUS: Signal
- LANGUAGES KNOWN: Hindi and English.
- HOBBIES : Playing Cricket, Traveling, Chess playing etc

OBJECTIVES:

To serve to the best of my abilities.
To meet the goals within time frame.
To explore new ideas.

Place: MUMBAI

(ATUL PRABHUNATH PANDEY)