

## Resume

### Surendra Agrahari

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### Career Objective:

To secure competitive position in the challenging shipping industry and by which I can speak the language of this industry. I am an easy adaptable person to any working environment. I establish and maintain positive relation and can work in any environment with responsible attitude and commitment.

### Educational Qualification:

Exam/Degree	Board/University	Percentage	Passing Year	Subject
BCA	MMYVV Jabalpur (M.P)	73.93	2016	Computer Science
Intermediate (HSC)	U.P Board Allahabad	65.2	2013	All Subject
High school (SSC)	U.P Board Allahabad	46.5	2011	All Subject

### Computer-Skill:

Operating System	Windows, Linux, MS-DOS
Basic	Internet, MS Office (Word, Excel, Power-point, Outlook)
Programming Languages	C and C++, Visual Basic, VB.Net, Java
Web Programming	HTML, JavaScript, ASP.Net, PHP
Database	SAP, MS-Access, Mysql, DBMS, BAAN, ERP, LN Prod System
Extra Qualification	Diploma in ADCA, Tally, CCC

### Past Organization Profile:

6 Month worked in DTDC (Courier Company) as an executive since Nov-2016 to March-2017. Integrated Technology Platform, forms the essence of all service packages offering single-window frameworks to all e-commerce clients.

### Role and Responsibility

- Identifying the customer's query and solve their problems, serve them in appropriate manner.
- Hands on experience on CRM to document and pull-up records.
- Handling the daily shipment and delivered to customers as per requirement.
- Maintaining DSR and weekly mail report

### Previous Organization Profile:

I had worked as a Senior Executive at ACT Infraport Ltd of ACT Group Company, Bharuch Gujarat from 01 May 2017 to 08 July 2023.

**Company Profile:** a c t is a complete service provider for sea trade and logistics solutions & provide complete package of shipping services and Custom House Agents (CHA).

### Responsibility:

- SEZ Export – Import Documentation & Operation.
- Preparation Invoice, packing list, Delivery Challan & E-Way Bill.
- Preparation DTA-Sale BOE, DTA Procurement & service invoice, Zone to Zone Transfer, Intra SEZ Transfer, Temporary Removal, Sub Contracting, Bill of Export.
- Preparation Shipping Bill for Export shipment (Filing E-VGM, Form-13, shipping bill upation in odex).
- Preparation of BL Draft Shipping Instruction filing, and releasing final BL from Shipping Line.
- Preparation certificate of origin (COO, APTA, SAPTA, AIFTA, ISLFTA, CEPA etc).
- Handling Import shipments (Getting Pre-shipment document and co-ordinating with Forwarder & Carrier for Filing IGM & Movement of container in CFS and also put up request on Odex wherein required, Filing Bill of

- Entry and arranging delivery of Cargo.
- Handling Transportation for Domestic & Import-Export.
- Co-ordination of freight with stakeholders from all modes (Highway,Rail,Airport,Seaport).
- Managing daily operations.
- Co-ordination with team & clients and planning of daily/weekly shipments.
- Maintaining DSR and daily mail report.
- I have worked from May- 2017 to July 2023 in project of ONGC Petro Additions Ltd, Dahej Gujarat all operations & clearance of inbound and outbound activities.

### Current Organization Profile:

**Currently working as a Senior Executive in Supply Chain at Jubilant Infrastructure Limited, Vilayat Bharuch Gujarat since 12 July to till now.**

**Company Profile:** Jubilant Infrastructure Limited is a wholly owned subsidiary of Jubilant Ingrevia Limited, a global integrated Life Science products and Innovative Solutions provider serving, Pharmaceutical, Nutrition, Agrochemical, Consumer and Industrial customers with our customized products and solutions that are innovative, cost-effective, and conforming to excellent quality standards. Jubilant Ingrevia offers a broad portfolio of high-quality ingredients that find application in wide range of industries. Jubilant Ingrevia's portfolio also extends to custom research and manufacturing for pharmaceutical and agrochemical customers on an exclusive basis.

### Responsibility:

- SEZ Export – Import Documentation & Operation, as declared in previous organization.
- Handling Inward gate entry of material.
- Send SAR report through LN system to concern department.
- Preparation Invoice, packing list, Delivery Challan & E-Way Bill.
- Work allotment to CHA and timely closing transaction in SEZ Online.
- Co-ordination with supplier and buyer (internal team) if any issue on document or tolerance related PO, etc.
- Preparation report for GSTR-1 filing.
- Bill of Export filing under Drawback.
- Preparation of BRC document to get BRC from Bank for DBK Claim from custom.
- Preparation all relevant document, Calculation Sheet, Annexure, for pre/post file for DBK claim with custom.
- Maintaining DSR of all the transactions & DBK Claims and mail to H.O Team on weekly basis.

### Strength:

- Creative and Honest
- Organized and Focused
- Enthusiastic and Energetic
- Critical Thinking

### Personal Information:

Father Name	: Mr. Chhedi Lal Agrahari
Date of Birth	: 15 July 1995
Nationality	: Indian
Gender	: Male
Marital Status	: Unmarried
Language Known	: Hindi, English, Gujarati
Current Location	: Bharuch Gujarat

### Declaration:

I, hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

Date:

Surendra Agrahari

Place: Bharuch, Gujarat