



RAVEENA CHAUHAN

Senior Import/Export Executive

9873097094 @ Ruchichahan841@gmail.com Delhi

SUMMARY

Accomplished professional with extensive experience in business development, process optimization, automation, and strategic planning. Expertise in project management, data analysis, and investment decision-making. Highly skilled in developing initiatives to streamline and standardize business operations. Seeking to leverage background to take the next career step with a respected organization that rewards talent, hard work, and results.

STRENGTHS

Strengths

- Software knowledge

- XLCHA
- live impex
- ONS
- ICAFFIE
 - MS Office
 - Customer Service
 - Problem Resolution
 - Verbal Communication
 - Task Prioritization
 - Problem-Solving
 - Analytical and Critical Thinking
 - Self-Directed
 - Leadership
 - Remote Office Availability
 - Calm Under Pressure
 - Customer Relations

LANGUAGES

English Proficient ●●●●●

Hindi Proficient ●●●●●

PASSIONS

Reading

Reading Books

EXPERIENCE

Senior Import/Export Executive

05/2022 - Present

M/s SWIFTAIR TRANSPEED PVT. LTD.

Delhi

Customs clearance agency/ logistics company

- Shipment tracking and follow-upping.
- Arrange to prepare checklists and checking. Check compliances.
- Preparing daily report.
- Filing the BOE for the import shipments.
- Coordination with Port staff for clearance.
- Developing and maintaining relations with importers.
- Responding to all customer complaints or queries in an efficient manner.
- Maintained detailed records of shipments, including tracking numbers and destinations.
- Provided customers with updates on order status via phone, email, or in-person meetings.

Senior Import/Export Executive

06/2011 - 05/2022

M/s TRINETRA IMPEX PVT. LTD.

Delhi

Customs clearance agency

- Performed duties as Senior Import/Export Executive

EDUCATION

BCA

07/2010 - 12/2013

IGNOU

Delhi

Intermediate

06/2009 - 01/2010

C.B.S.E Board

Delhi

High School

04/2007 - 05/2008

C.B.S.E Board

Delhi