

# **RESUME**

## **MR. CHANDER SHEKHAR SHARMA**

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MOBILE NO.: +91 8447683753

PRESENT ADDRESS.: KH-7/14 D BLOCK GALI NO. 17 KAMAL VIHAR KAMAL PUR  
BURARI DELHI -110084

### **Personal Information: -**

Name : Mr. Chander Shekhar  
Father's Name : Late. Kavi Dutt  
Sharma Mather's Name : Kheema Devi  
Gender : Male  
Date of Birth : 21<sup>TH</sup> Aug 1989  
Permanent Address : Kh-7/14 D Block Gali No. 17 Kamal Vihar  
Kamal Pur Burari Delhi - 110084  
Nationality : Indian  
Marital Status : Married  
Language Know : Hindi, English, Uttrakhand

### **Education Qualification: -**

CLASS	YEAR	UNIVERSITY	GRADE/PERCENTAGE
MBA (Finance)	2016	Mahatma Gandhi University	B / 70%
BA (Program)	2012	Delhi University	B / 54%
12th (Program)	2008	C. B S E Board	B / 49%
10th	2005	C. B S E Board	A / 61%
Computer knowledge	Outlook, Microsoft office, Internet, DCA, Tally.		

### **Interest & Activities: -**

- Playing Cricket, Listening Music, Travel & Visit

### **Personal Strength: -**

- Adaptive to any working condition, Good interactive capabilities, willing to work under pressure, hardworking, honest & faithfully.

### **Skill: Freight Forwarding International Logistics**

### **Objective: -**

To get the challenging position within an organization where I could use my skills more professionally and to push all my effort to make efficient use of my experience to contributes towards the growth of the company and enhance the sphere of my job responsibilities to achieve maximum job satisfaction.

**Former Company & Job Profile: -**

**Worked as an Import Documentation & Operation Executive:**

Job Duration from 25<sup>TH</sup> of March 2010 to 09<sup>TH</sup> September 2012.

**Key Responsibilities: -**

- Handling the Import Documentation.
- Preparing the Customs Clearance Documents for Air shipment /Sea shipment Delivery Documents.
- Track all import shipments.
- Coordination to Shipping/Air Line, CHA, Transporter & delivery crew.
- Coordination to clients /overseas agent.
- Preparing a various status reports & present the same on daily routing to our seniors.

**Former Company & Job Profile: -**

Organization: **M/S. Direct Logistics Pvt Ltd )**

Company Profile: International Freight Forwarders, NVOCC, Warehousing, distribution, Customs Clearance, Break Bulk, Product sourcing, Export & Import consultancy.

**Worked as Sea Export Customer Service, Operation and Documentation Executive: -**

Job Duration: 10<sup>TH</sup> Sep 2011 to 28<sup>th</sup> Feb, 2012

**Key Responsibilities: -**

- Handling nomination (LCL/FCL/Buyer console) / free hand Sea export shipments.
- Handling rate query of Sea export -LCL/FCL shipments.
- Handling day to day follow up of Sea export shipments.
- Submit the booking on Intra, Carrier's website & also submit SI, VGM, TR docs on carrier websites/Odex.
- Make HBL & customer /overseas billing.
- Co-ordination with shipper, overseas agent, carrier, NVOCC agent, CHA & transporter.
- Sending Pre/Post shipment documents to Overseas Agent/Shipper.
- Update Sea export job in Scope Software.
- Knowledge of Import procedure & Documentation.

**Former Company & Job Profile: -**

Organization: **M/S. Apl Logistics Pvt Ltd.** part of the Avvashya Group is a logistics firm headquartered in India. Its services comprise global multimodal transport operations (non-vessel- operating common carrier, less than container load, and full container load), pan India container freight stations, inland container depots, third-party logistics, warehousing, contract logistics and logistics parks. The company operates across more than 160 countries through morethan 300 offices. As one of India's largest publicly listed logistics companies.

**Worked as Senior Customer Service-Sea Export**

**Job Duration: 9<sup>th</sup> Mar 2012 to 31<sup>st</sup> July 2017**

**Key Responsibilities: -**

- Sales Supports & Inside sales
- Rate query with carrier & NVOCC Lines
- Rate quote to customer /overseas agent for all terms of shipment.
- Coordinate with Transportation for movement of container for factory stuffing & ICD-stuffing.
- Coordinate with CHA for paper filing in custom for third part custom clearance.
- Handling all Export FCL shipment from start to end & update the same to customer /overseas agent

- Follow up with our colleague for timely booking, SI/ENS, VGM, AMS, BL release, Invoice & document dispatch to customer
- Preparing ISF details & send to customer /overseas agent for filing
- Send DSR to customer
- I have own sales customer
- Ability to onboard new customer
- Know very well to filling SI/VGM/Booking on Inttra /website & also VGM/TR uploading on Odex/MMS website.
- Update all shipment status on Topaz Software
- Maintain self DSR for shipment follow-up & send the same on HOD daily.

**Former Company & Job Profile: -**

Organization: **M/S. ATLAS SHIPPING PVT LTD** . part of the logistics firm headquartered in India. Its services comprise global multimodal transport operations (non-vessel- operating common carrier, less than container load, and full container load), pan India container freight stations, inland container depots, third-party logistics, warehousing, contract logistics and logistics parks. The company

**Worked as Senior Customer Service-Sea Export**

**Job Duration: 2<sup>th</sup> Aug 2017 to 31<sup>st</sup> Apr 2019**

**Key Responsibilities: -**

- Sales Supports & Inside sales
- Rate query with carrier & NVOCC Lines
- Rate quote to customer /overseas agent for all terms of shipment.
- Coordinate with Transportation for movement of container for factory stuffing & ICD-stuffing.
- Coordinate with CHA for paper filing in custom for third part custom clearance.
- Handling all Export FCL shipment from start to end & update the same to customer /overseas agent

- Follow up with our colleague for timely booking, SI/ENS, VGM, AMS, BL release, Invoice & document dispatch to customer
- Preparing ISF details & send to customer /overseas agent for filling
- Send DSR to customer
- I have own sales customer
- Ability to onboard new customer
- Know very well to filling SI/VGM/Booking on Intrtra /website & also VGM/TR uploading on Odex/MMS website.
- Update all shipment status on Topaz Software
- Maintain self DSR for shipment follow-up & send the same on HOD daily.

**Presently Company & Job Profile: -**

Organization: TRANSWORLD INTEGRATED LOGISTEK PVT. LTD (FORMERLY KNOWN AS BSL FREIGHT SOLUTIONS PVT. LTD) a Transworld group of company.

**Worked as Senior Customer Service-Sea Export**

**Job Duration: 1<sup>st</sup> May 2019 to till now**

- Customer billing /Overseas billing
- Vender/Carrier's invoice updating in software
- Making HBL / MBL & taking approval from customer /consignee /Overseas office
- Filling SI /ENS on carrier website & intrtra
- VGM/TR submission on ODeX
- Own sales & also handling all activities of our sales shipments
- Rate request/negotiate with carrier & NVOCC
- Handling all types of LCL/FCL shipments (Nomination /Freehand- GEN/HAZ/ODC/REF)
- Update LCL/FCL shipment status on Oracle Software
- Job closure in software
- Releasing BL from carrier /NVOCC
- Inside Sales supports
- Coordinate with carrier/NVOCC /shipper/consignee/Overseas office/CHA/Transporter for shipment planning /update

**Declaration: -**

I hereby declared that the details above are true and correct to the best of my knowledge and beliefs.

**Date:**

**Place: New Delhi**