



VINAY KUMAR

CONTACT

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 15 July 1993

SKILLS

Strong and efficient in the ability to multi-task
Exceptional customer service skills, including but not limited to a strong ability to solve problems
Ability to get along with diverse personalities while remaining tactful, professional, and flexible
Strong analytical and organizational skills with focused attention to detail
Excellent project and team management skills
Strong verbal and written skills necessary to communicate effectively within the organization as well as external customers, freight forwarders, etc
Extensive knowledge of Microsoft Excel, and Microsoft Office applications
2-3 years of education and experience in logistics or export documentation and export expenses.

LANGUAGES

Hindi Native

English

C1

Advanced

WORK HISTORY

Export Expenses Assistant

02/2021 - 05/2022

Vardhman Textile Limited - Punjab

- Handling Accounts of Exports and Handling payments of Exports
- Entire Export Documentation (Post shipment document)
- Preparing commercial invoices, packing list
- Handling L/C documents
- Preparing Importing country certification, Customs/ Insurance declaration Certificate of Origin etc
- Sending scan copies of documents to customer after receipt of BL
- Informing tracking No
- Of courier to customer with regards to original shipping documents
- Tracking the consignment till it reaches to destination & informing delay/early reaching of consignment to customer with reason
- Coordination Bank for negotiating of bank documents
- To maintain co-ordination between related department
- Knowledge & Handling pre-shipment as well as post shipment documentation
- Taking care of day-to-day activities

Export Documentation Executive

11/2017 - 06/2019

Vardhman Textile Limited - Punjab

- Preparing Post Shipment Documents - Work on NOW System
- Knowledge & Handling of post shipment document, which include commercial invoices, packing list, L/C documents, importing country certification, Customs / Insurance declaration Certificate of Origin, & many more document prepared as per customer requirement

EDUCATION

B. Com

Punjab University - Chandigarh, India

GPA: 1st class

ACCOMPLISHMENTS

Accumulated valuable information while working with Export Industry

PERSONAL INFORMATION

I declare that the above facts given by me are true to the best of my knowledge and belief.

PERSONAL INFORMATION

- Profession: Export Documentation Executive
- Hobbies: Traveling & Tracking and Technology and new gadgets
- Date of birth: July 15, 1993
- Gender: Male
- Marital status: Single