Rahul Kumar

H. No. 14 VILLAGE SABOLI NEW DELHI-110093.

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# EDUCATIONAL QUALIFICATION:-

* Bachelor of .Art’s (B.A.).
* 10+2 CBSE BOARD.
* 10th CBSE BOARD

# Work Experience

## February- 2013 Feb To 2022 Jan

**Working as Export Documentation Assistant with INDIA GLYCOLS LTD. (Pay roll:Whitefox Services)**

**February- 2022 Feb To 2022 left in April**

**Working as export Logistics Assistant with Synokem pharmaceuticals Ltd**

**December -2022 to present**

**Working as Marketing support in HPCL-MITTAL ENERGY LIMITED**

## Functional Responsibilities

* Pre & Post Shipment Documentation generating through SAP.
* Order Registration of ENA, Chemicals, Guar Gum through SAP.
* Coordinate with CHA’s for Shipping Bills and other required documents.
* Coordinate with account department for Payment status and issuance of Insurance.
* Keeps track record of Invoice and initiate the process of issuing COO upon sailing of container.
* Marinating the data related to shipments and original B/L received.
* Ensuring proper information follow-up from Plant, CHA, COO issuing agency and keep updated to Senior Managers.
* Submitting Shipment information on government portal to get EIA certificate.
* Visits EIA agency for issuance of COO such as:-SAFTA, SAPTA; GSP; AIFTA etc.
* Maintain the record in form of hard copy of all shipping documents through photo copier.
* Make Bill for Shipping line, Airline, Cha, Transporter, Vendor’s By SAP For Payment and make to payment by vendor though Accounts
* Collect the Original invoice to plant and sending to customers for receiving needful to payments.
* Maintain the record to system and Physically also.

**Key Skills**

* M.S. Word -2007/2010, Excel, Working knowledge of SAP.

## PERSONAL DETAILS:-

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| Father’s Name | : Suresh Chand |
| Date of Birth | : 24th Sep-1988 |
| Nationality | : Indian. |
| Language Known  . | : Hindi & English |
| **Date:** | **Rahul Kumar** |

**Place**: