

# CURRICULUM VITA

**AMRENDER KUMAR JHA**

ADDRESS: A-303 AGAR NAGAR

PREM NAGAR-3 KIRARI SULEMAN NAGAR

DELHI- 110086

MOB- +919973157877

EMAIL- kumarjhaamrender@gmail.com

## **CAREER OBJECTIVE**

I am looking forward to an opportunity where can contribute to the growth of an organization by making value addition and in process, enhancing my professional skills.

## **EDUCATION QUALIFICATION:**

- 10<sup>th</sup> Passed from CBSE BOARD DELHI
- 12<sup>th</sup> Passed from BIHAR BOARD
- GRADUTION BCOM (H) LNMU

## **WORKING EXPERIENCE**

- Current Job Uniglobe Agro Impex Pvt Ltd. (Export Documentation, Logistics, Packaging & Sales Marketing ) March 2022 to Jan 2024
- 2 Years in Indika Agri International Pvt. Ltd. (Export Documentation and Logistics ) November 2020 To February 2022.
- 3 Years In Global Agro Corportation Pvt. Ltd. (Export Documentation ) September 2017 To October 2020
- 3 Years Under CHA:- SANJAY PRABHAKAR custom clearance at ICD LONI, TKD AND PATLI (IMPORT EXPORT CUSTOM CLEARANCE)Jan 2014 – To June 2017

## **JOB RESPONSIBILITY**

### **EXPORT**

- a) Maintain all Pre & Post Export Documents (Such as Commercial Invoice, Packing List, Dummy Bill of Lading, Apeda, Certificate Of Origin, Ministry and Embassy Docs)
- b) Preparation of bank documents as per payment term to send to bank / buyer.
- c) Submission of all procedure documentation with bank for timely payment.
- d) Follow-up with our clearing staff and forwarder agent of pre and post shipment of exports documents.
- e) Check and approve Bag Designs and prepare Purchase order & follow-up with the vendors to dispatch the bags to the factory on time.
- f) Follow-up with transporter and Negotiation rates from our factory to Loading Port, and follow-up with driver to dispatch cargo on loading Port timely.

- g) Follow-up with the International Buyer through phone calls, Emails and other social Networking Site.
- h) Send quotations & products sample to the buyer.
- i) Track shipments status & update to the clients.

#### **COMPUTER KNOWLEDGE**

- MS- WORD, MS- EXCELL, MS-POWER-POINT, MS-ACCESS.
- CUSTOM RES PACKAGES OF SHIPPING BILL AND BILL OF ENTRY

#### **STRENGTHS :-**

- Punctual
- Hard Working
- Sincere
- Honesty

#### **PERSONAL DETAILS:-**

- **Name** : **AMRENDER KUMAR JHA**
- **Father's Name** : **SHRI PRAMOD JHA**
- **Date of Birth** : **15 MARCH 1991**
- **Sex** : **Male**
- **Marital status** : **Married**
- **Language known** : **Hindi , English**
- **Nationality** : **Indian**
- **Hobbies** : **Playing Cricket and listening Songs**

#### **DECLARATION:-**

I do here by declare that the particulars of information and fact status here in above are true Correct & Complete to the Best of my Knowledge & belief.

To work In Dynamic and Challenging Environment, Where My Education And Material Needs To Be Satisfied.

DATE

(AMRENDER KUMAR JHA)