



SARGUROH RAYEES AHMED REHMAN

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MUMBAI, MAHARASHTRA

❖ Career Objective:

- Looking for an innovative and challenging career in a dynamic organization, this will provide me new opportunities and could learn from the experience to achieve excellence.

❖ Personal Skills:

- Young & strong interpersonal skills and good personality.
- Good knowledge of Export shipping documentation / operation & sales.
- Trustworthy, Independent, Service Oriented, Diligent and Meticulous.
- Thrive on challenges and work well under pressure.
- A fast learner cum good team player.
- Hardworking and goal oriented.
- Accepting new challenge and responsibilities.
- Ability to multitask with strong attention to detail.
- Natural positive attitude and outlook.
- Ability to work with minimum supervision.
- Accurately filling in administrative records and relevant paperwork.

❖ Key Skills:

- Administration
- Office procedures
- Maintaining records
- IT skills
- Export documentation, Customer service & Reception support
- Filing / archiving / reporting.

❖ Technical Skills:

- Operating System : Windows 7 & 10 professional
- Software : Genesis (Emirates shipping) / Afsys live (YML line)
IRIS2 (cosco Shipping) / Sarjak container lines
- Web Technology : HTML
- Office Suite : MS Word, MS Excel, Microsoft Office/ outlook
- Typing Skill : Good

❖ Training:

- Successfully undergone MCC Training.

❖ Work Experience:

❖ ALSHARIF GROUP W.L.L (Dec 2017 – till date)

● **ROLE OF THE JOB: SENIOR EXPORT DOCUMENTATION**

● **DUTIES & RESPONSIBILITIES:**

- Handling MLO'S: **COSCO SHIPPING / YANGMING / EMIRATES SHIPPING / SARJAK CONTAINER LINE**
- Responsible for execution of export documentation requirement for shipments originating in the Bahrain to destinations globally which include letter of credit shipments.
- Verify sanctioned party screenings prior to processing for export documentation.
- Prepare and audit export documentation for vessel shipments.
- Process documents by validating system data quality and accuracy.
- Create, assemble and present applicable export documentation required per country specific destination in accordance with export laws and regulations.
- Executed all shipper requested changes to bills of lading as well as manifest corrector requests after vessel sailing/ releasing Bill of lading.
- Ensure timely processing of export Bill of lading after vessel sailing.
- Performed OBL/express/telex/sea waybill/switch BL releases for customers as requested.
- Communicating with appropriate internal/ external customers.
- Effectively interacted with destination port offices and agents, core team members delivering operational excellence for the company and its customers as needed.
- Keeping shipment tracking & conducting weekly basis sending reports to customer.
- Monthly basis reporting to HOD's about whole month audit of export shipments.

● **ROLE OF THE JOB: CUSTOMER SERVICE EXECUTIVE**

● **DUTIES & RESPONSIBILITIES:**

- Provide exceptional customer service for all general telephone / e-mail enquiries.
- Taking approval from POD / Ts ports for cargo acceptance before releasing container.
- As per customer rate confirmation releasing CRO with different lines.
- Ensuring customer requirements are conveyed professionally & in a timely manner.
- Organized weekly excel report to track shipments.
- Reporting customers about shipment status.
- Maintaining quality communication, customer support to secure future bookings.
- Creating export shipment invoices & sending to the customer.
- Following up with T/S port for expedite shipment connection on priority basis.
- Following up with customer to get. in long stay containers withing free time.
- Informing customers about export law and regulations.
- Always working as team member & cooperating colleagues to perform other duties related to export shipment.
- Keep management apprised of ongoing situations and problems for appropriate action to be implemented if any.

❖ TRANS CONTINENTAL SHIPPING, BAHRAIN (April 2014 – Dec 2017)

● **ROLE OF THE JOB:**

SENIOR OFFICE ADMINISTRATOR & INVENTORY CONTROLLER

✚ **DUTIES & RESPONSIBILITIES:**

- Performs administrative duties like answering phones, updating records, and providing excellent customer service.
- Making all invoices related to export as well as import shipments.
- Sends booking requests to shipping lines.
- Providing general secretarial support to enable the smooth running of office.
- All mail correspondence related to company internal matters as well as Export shipments.
- Preparing letters, quotations and reports as required
- Responsible for all the administrative processes within the Office as well as.
- Prepare shipping documents for products scheduled to ship.
- Keep track of shipment of Bill of Lading, Picture and update customers regarding their Shipments.
- Preparation of monthly consignment sales report to be submitted to line principal.
- Preparation of daily inventory report of all locations.

❖ TRANS CONTINENTAL SHIPPING, BAHRAIN (September 2012 – March 2014)

● **ROLE OF THE JOB: PORT OPERATION REPRESENTATIVE**

✚ **DUTIES & RESPONSIBILITIES:**

- Survey & Inspection of Containers, port Operation.
- Supervising incoming and outgoing of goods from the warehouse
- Planning and scheduling movement of goods as per priority
- Supervising the activities of the workers and guiding them
- Keeping track of inventory and assisting in physical inventories
- Co-ordinate with Control Centre on changes to loaded/discharged containers
- Follow up on documentation (for vessels arrival departure)
- coordinating with Logistics on equipment to support operations

❖ SARGUROH SHIPPING AGENCY, MUMBAI (March 2009 – August 2012)

● **ROLE OF THE JOB: EXPORT DOCUMENTATION EXECUTIVE**

✚ **DUTIES & RESPONSIBILITIES:**

- Taking Container Booking with shipper
- Checking the export license & cargo and Release the containers
- Updating inventory on daily basis
- Updating movements of MTY & full export containers.
- Inventory Movements Follow up with Shipper.
- Creating Bill of lading as per packing list
- Issuing certificate of origin if required
- Create Freight Invoicing
- Sending pre- alert & TDR to Line principals as per loading.
- Release Original Bill of Lading (OBL) to the Customers
- Following up of shipments with line agents
- Handling 8 containers lines as an agent

❖ Education:

Name of the Examination	Year	Educational Institute	University
HSC (Commerce)	2007	Fatima R B D college	Maharashtra University

❖ Personal Details:

- **Name** : Rayees Ahmed
- **Father's Name** : Abdul Rahman
- **Date of Birth** : 16TH AUGUST 1989
- **Marital Status** : Married
- **Gender** : Male
- **RELIGION** : Islam
- **Nationality** : Indian
- **Languages** : English, Hindi, Arabic Basic, Urdu, Marathi

❖ Passport Details:

- **Passport No** : U0438736
- **Date of issue** : 07/10/2019
- **Date of expiry** : 06/10/2029
- **Place of issue** : MANAMA, BAHRAIN

❖ Hobbies:

- Playing Cricket & volleyball, listening music, Internet surfing for information.

❖ Declaration:

- I hereby declare that all the above stated details are true to the best of my knowledge.

RAYEES AHMED REHMAN KHAN

Date:

Place: