

## Murtaza H. Rohida

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Location: Deira, Dubai



## CAREER OBJECTIVE

I am looking forward to joining a progressive company where I can use my ability to the maximum as I am sure that I can perform at a level of perfection that will reflect my deep conviction to quality education and give utmost satisfaction to my superior. My Core Competencies are:

- Excellent interpersonal skills.
- Comfortable in interacting with multiple levels of organizations
- Achievement-oriented with the ability to work under pressure.
- Proficient in Computer and Internet usage.
- Self-motivated with the ability to complete any given task efficiently with minimum supervision.
- SAP Knowledge.

## EDUCATIONAL SUMMARY

- **Post-Graduation Diploma in Shipping Management. 2021**  
(Narottam Morarjee Institute of Shipping, Mumbai)
- **Bachelor of Management Studies from Mumbai University. 2019**  
(K.P.B Hindu College, Mumbai)
- **High School, CBSE Board 2016**  
(New Look Sr. Sec. School, Rajasthan)

## WORK EXPERIENCE

### **Babji Shipping Services Private Ltd. (Logistics Coordinator)**

February 2019 – 12<sup>th</sup> November 2021

#### **Job profile:**

- ✓ Coordination with shipping companies and transporter for timely delivery of shipments.
- ✓ Quoting rates to customers and negotiating charges with them.
- ✓ Arranging booking with shipping line, Co loaders, and Transporter for Sea, Air, and Road shipments.

- ✓ Responding to customer inquiries and solving them.
- ✓ Reviewing shipping documents to ensure hassle-free customs clearance.
- ✓ Tracking the order and updating customers promptly.
- ✓ Checking the Transporter bills and submitting to Accounts for Payments.
- ✓ Maintaining good relations with customers and following up on quotations and new inquiries.

## PERSONAL INFORMATION

|                        |   |
|------------------------|---|
| <b>Date of Birth:</b>  | February 08, 1998                           |
| <b>Nationality:</b>    | Indian                                      |
| <b>Language:</b>       | English, Hindi, Gujarati.                   |
| <b>Marital status:</b> | Single                                      |
| <b>Hobbies:</b>        | Cricket, Football, volleyball.              |
| <b>Visa Status:</b>    | Visit Visa until 21 <sup>st</sup> Feb. 2022 |

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned.

**Date: 27/11/2021**

**Murtaza Rohida.**