

MOHIT KUMAR TANWAR
Tel: 9313021316
H. No. 171, St No.- 9, Village Mandoli, Shahdara
Delhi 110093



CAREER OBJECTIVE

To achieve my goals with the combination of hard work, honesty & sincerity and be a part of progressive organization that gives scope to enhance my knowledge skills.

EDUCATIONAL QUALIFICATION

- Graduate BA from IGNOU.
- Passed XIIth standard from CBSE Board.
- Passed Xth standard from CBSE Board

PROFESSIONAL QUALIFICATION

- Basic Computer Knowledge.
 - MS- Office.
 - MS- Excel
 - MS- Powerpoint
 - Pursued a 7 weeks certification course with My Logistics Gurukul affiliated with Logistics skills council and National Skill Development Corporation for “MLG001-Logistics & Freight Forwarding Basics. The course covered the following topics.
 - Geography related to shipping both Air & Sea.
 - Incoterms 2020.
 - Ocean Export Process and Documentation.
 - Ocean Import Process and Documentation.
 - Air Export Process and Documentation.
 - Air Import Process and Documentation.
 - Custom Clearance Import & Exports.
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CAREER PROFILE

- 1 year Experience in Hindustan Petroleum Corporation Limited as a Office Assistant in North Zone CPC cell.
- 3 year Experience in Delhi Development Authority as Data Entry Operator.
- Currently I have been working in PDS International Private Limited (CHA) as an Air/Ocean Import & Export Documentation Executive for last 2 years.
- Preparing Import and Export checklists and submitting them for client approval.
- Proficient in managing Inbond and Exbond operations such as preparing checklists and filling, ensuring smooth and timely customs clearance processes.
- Filling all types of BOE's (Bill of Entry) and Shipping Bill, arranging delivery orders, ensuring timely customs clearance and transportation.
- Coordination shipments and arranging their delivery to warehouses as well as submitting necessary documentation for billing purposes.
- Following up on courier shipments with DHL, Ceva, UPS, Kuehne + Nagel, FedEx, and other forwarders.
- Preparing Bank Challan on ACMES services.
- Proficient in using Logisys Software.
- Some knowledge of custom laws & CTH of medical and electronic items.

INTERESTS AND ACTIVITIES

- Listing Music.
 - Reading Books.
 - Logistics.
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KEY SKILLS

- Expressive punctual, hard working professional, Optimistic, Enthusiastic, Quick Learner, Innovative.
 - Ability to deal with a number of tasks simultaneously.
 - Believes in total works ethics & Working in the right way.
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PERSONAL PROFILE

- Name Mr. Mohit Kumar Tanwar
 - Father's Name Late. Sh. Kamal Singh
 - Date of Birth 26th Nov 1997
 - Nationality Indian
 - Gender Male
 - Marital Status Single
 - Language Known Hindi & English.
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I hereby declare that above information is true and correct to the best of my knowledge.

DATE:

PLACE:

{Mohit Kumar Tanwar}
