

## **CURRICULUM VITAE**

### **Muaaz Khan**

902 Thakur Residency Plot No: 42

Sector-18, ULWE, Navi Mumbai, 410206

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### **OBJECTIVE:**

Aspiring to associate with Logistics and Supply Chain field that appreciates quick learners, hard work, provides training and offers opportunity for mutual growth.

### **EDUCATIONAL QUALIFICATIONS:**

- B. A. (Economics). University of Mumbai, Grade "B". Year of Passing. July 2018.
- Post Graduate Diploma in Shipping Management and Logistics (**PGDS&L**) from Narottam Morarjee Institute of Shipping
- Currently pursuing Certification Course in Supply Chain Management from Welingkar Institute
- Currently Pursuing SAP courses for beginners

### **WORK EXPERIENCE:**

Worked as Import Documentation Executive in CMA-CGM GBS multinational Co Navi Mumbai from July 2019 to December 2021

#### **Job Content:**

- Monitored vessels on day to day basis to locate and prepare documents for unplanned cargo.
- Talled containers with the list from discharge team / original list on regular basis.
- Tracked and updated the container status.
- Submitted Data Sheet through EDI of every vessel for the specific port and transshipment cargo.
- Collaborated with different Export teams & Agencies to rectify errors in Shipping Documents.
- Handled different customer queries/requests/complaints to the best of mutual satisfaction.
- Notified customers through Vessel Arrival Notices and prepared Invoices accordingly.
- Prepared and submitted different types of reports to seniors for monitoring and better decision making.
- Imparted Induction & Process Training to the new staff, trained and supervised them.

- **Accolades:** Awarded Performer of the Month (September 2020)

**Personal Strengths & Skills:**

- Very Good Knowledge in Basics of Computer. (XL /Word / Power Point)
- Good Communication, Observation, Interpersonal and Time Management Skills.
- Honest, Sincere, Reliable and Adaptable.
- Fluency in English, Hindi and Marathi languages.

**Extra-Curricular Activities:**

- Actively participated in organizing cultural programs in society and college.
- **Hobbies:** Reading, Travelling, Sports (Cricket / Football)

**Personal Details:**

Age: 24 Years (D.O.B. December 25, 1997). Unmarried.

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