

CURRICULUM VITAE

Mohammad Nayaz Ahmad

H-23, Block – H, Naveen Vihar, Begum Pur

Opposite Rohini Sector 22, Delhi – 110086

Mob : +91-99587 58332 with whatsapp & skype.

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CARRIER OBJECTIVE

Intend to build a career in Export & Import Organisation with My Honesty, Responsibility and Punctuality who will help me to explore myself fully & realize my potential to give my best in challenging and creative environment and perform at the highest level better.

STRENGTH

Excellent Skill in Handling Export & Import Documentations

Handling our CHA for Our Export & Import Related Documents

It is my belief to always deliver more than what is expected

EDUCATIONAL QUALIFICATION

Graduation from university of Delhi.

Passed Intermediate from B.I.E.C. Patna

passed Matriculation from B.S.E.B Patna

COMPUTER SKILLS

Operating System : Windows 98, 2000 & XP

Application : Ms-Word, Power Point & Excel

Other : Email & Internet

TECHNICAL QUALIFICATION :

Complete Travel & Tourism course from Campus of Open Learning University of Delhi in 2015

Complete R.M.P.Medical Course from Patna Bihar in 2007

Complete one year diploma in Industrial Safety Management from Rashtriya Technical Institute Jamshed Pur in 2004

Working Experience

TOTAL WORK EXPERIENCE : 9 YEARS+

Current JOB

Ankita Overseas,India Delhi

Designation: Export Documentation Manager

Job Profile Involves :

- **Accountable for meet our CHA and Logistics partner For our Export & Import**
- **Make good Relation with our CHA and Logistics partner For our Export & Import**
- **Maintain an updated knowledge of company's goals, vision, and values to ensure appropriate prioritizing.**
- **Perform administrative tasks of transactionFor Export & Import recording, filing, and inventory**
- **Maintain all Export & Import Documents with Filing with Check List Day wise**
- **Performs other duties and responsibilities assigned For Export & Import Documentations**

Asia & Africa General Trading LLC, Dubai in Africa Djibouti

Designation: Asst Sales & Documentation Manager

Joined on : 8 May 2017 to 20 May 2018

Job Profile Involves :

- **Handling all our Buyers to Sending him/her Documents Properly and Timely**
- **Speed and efficiency of service for our Buyers**
- **Export Products related search for our Buyers sometimes as needed**
- **Good Relation with Manager,Buyers,CHA,Shipper and also with management**
- **CHA,Suppliers & Buyers Satisfaction is our main Priority with Happiness.**

EMPLOYMENT HISTORY

- **Currently Working for Ankita Overseas As Export Documentation Manager from 30 May 2018 to Till Continue in india Delhi office.**
- **Worked for Asia & Africa General Trading LLC Dubai in Africa Djibouti as Asst Sales & Documentation Manager From 08 May 2017 to 20 May 2018.**
- **Worked with Axis Bank Ltd as Asst Sales Cum Documentation Manager in Cross Sales Department from 11 Feb 2016 to 06 May 2017.**
- **Worked for Super Fashion Export Company as Asst Sales Manager from 23-08-11 to 11-01-2016**

PERSONAL DETAILS

Father's Name	:	Amirul Haque
Date of Birth	:	21-08-1983
Sex	:	Male
Religion	:	Islam
Nationality	:	Indian
Marital Status	:	Married

LANGUAGE KNOWN

Read : **Hindi, English & Urdu**
Write : **Hindi, English & Urdu**
Speak : **Hindi, English & Urdu**

PASSPORT DETAILS

Passport No. : **H- 4445799**
Date of Issue : **06-05-2009**
Date of Expiry : **05-05-2019**
Place of Issue : **Delhi**

DECLARATION

I here by declare that all the statement given me are true to the best of my knowledge and believe.

Date :

Place.