

Tapan Shah

[Management Post Graduate]

✉ shahtapan743@gmail.com

☎ +91-97 24 73 57 45

OBJECTIVE:

To endeavor towards excellence and progress as an individual as well as a group, thus creating a platform where I can become an asset for the organization through a constant learning process.

EDUCATIONAL QUALIFICATIONS:

QUALIFICATION	BOARD/UNI.	SCHOOL/COLLEGE	YEAR
PGDSM (Shipping)	NMIMS(Mumbai)	NMIMS(Shipping Corporation Of India)	2016-18
PGDSCLM(Supply chain &Logistics Management)	AHMEDABAD UNIVERSITY	H.L.CENTER OF PROFESSIONAL EXCELLENCE	2014-15
BBA	GUJARAT UNIVERSITY	G.L.S. INSTITUTE OF BUSINESS ADMINISTRATION	2014
HSC	GSHEB	H.B.KAPADIYA HIGH SCHOOL	2011
SSC	GSEB	NEW EDUCATION HIGH SCHOOL	2009

PROJECT ASSIGNMENTS:

- | | |
|---|---|
| <ul style="list-style-type: none">• Crown Metals Pvt. Ltd.• Adani Mundra & Special Economic Zone.• Bajaj Finserv Pvt. Ltd.• Export Procedure and Distribution Network of Anlay Enterprise. | <ul style="list-style-type: none">• Impact of cartoon of kids.• Bollywood position in the world.• Television viewing habits of different age group. |
|---|---|

ADDRESS, MARITAL STATUS & OTHER DETAILS

208, Vishvashanti flats, near Azad society, Ambawadi | Ahmedabad-380015 | GUJARAT | INDIA.

Marital status: Bachelor

Date of Birth: 27th April 1994

Place of Birth: Ahmedabad, India

Language: English, Hindi, Gujarati, Japanese(NL5), (Spanish, French (Basic))

Hobbies: Avid Reader, Object Based Photographer & Amateur Astronomer.

WORK EXPERIENCE:-

C H ROBINSON WORLDWIDE FREIGHT INDIA PVT LTD -SEPT-2021-----CONTINUE) (AHMEDABAD)

Senior Operation Executive-Air Export (IATA DG CERTIFIED -2022-2024)

Completes coordination between all applicable parties for all air export shipments for our customers; ensures timely bookings with airline on customer behalf, Prepares export documentation, in accordance to country requirements as well as the preparation of Airway Bill and any other documents required by the customer, Responsible for timely completion of export documents and coordinate with both customer and/or Airline for timely delivery of cargo, Communicates regularly with customer in regards to customer's shipment status as well as continuous communication with overseas to meet delivery commitments; follow-up with airline to monitor and track departure and arrival information and updates, Ensures invoicing of rendered services is completed accurately and in a timeframe consistent with company policy, Meet all KPI's assigned .

AGILITY LOGISTICS PVT LTD :-(DEC-2020-SEPT-2021)(AHMEDABAD)

Senior Operation Executive-Air Export and Import

Completes coordination between all applicable parties for all air export shipments for our customers; ensures timely bookings with airline on customer behalf, Prepares export documentation, in accordance to country requirements as well as the preparation of Airway Bill and any other documents required by the customer, Responsible for timely completion of export documents and coordinate with both customer and/or Airline for timely delivery of cargo, Communicates regularly with customer in regards to customer's shipment status as well as continuous communication with overseas to meet delivery commitments; follow-up with airline to monitor and track departure and arrival information and updates, Ensures invoicing of rendered services is completed accurately and in a timeframe consistent with company policy, Meet all KPI's assigned .

MSC line :DEC-2019) CONTRACT PERIOD (DEC-2020)

SR.Customer Service Executive Hazardous-Export(Surat)

Delivering Ocean and International logistics hazardous Booking support throughout the region in line to the demand of internal & external customer encompassing activities like Freight Planning, First Mile, Last Mile Transportation and Management of Logistics Service Partners and International Clients. Manage all client defaults including timely refinancing arrangements and instructions, Ensure that all the MIS data is accurately and timeously entered into organizations contract management systems.

DHL :-Sept-(2018)) CONTRACT PERIOD (Nov-2019)

Customer Operation Executive-Air

Delivering Air and International & Domestic logistics support throughout the region in line to the demand of internal & external customer encompassing activities like Freight Planning, First Mile, Last Mile, Reverse Pickups and NDR process. Transportation and Management of Logistics Service Partners and International Clients. Manage all client defaults including timely refinancing arrangements and instructions, Ensure that all the data is accurately and timeously entered into organizations contract management systems.

ANLAY ENTERPRISE :- (OCT- '2014 – NOV'2015)

Executive of Supply chain and Logistics– Food Products Procurement, Making Logistics Arrangement for Domestic Consignment, Inspection of Material, Preparing Quotation, Comparative Analysis ,MIS Reports, Branding & Marketing, Sales, Marketing, Labour Management, Assisting the Manager in day to day activities, Coordinating with Transporters, Suppliers & Various other Parties.

ACADEMIC ACHIEVEMENTS:

- Ranked 3 times among Top 2% medalist students in BBA, Gujarat University (2012-14).
- Won 3 times among Top 100 students across the state in “GK IQ”, a State/ National level Competitions. (2011-14)

CO-CURRICULAR ACTIVITIES:

- “Ahmedabad university youth festival”- a national level fest organized by Ahmedabad university (2014-15)
 - Won in “Photography” competition.
 - Finalist in General knowledge quiz competition.
- “THE UNASSAILABLE”- a national level carnival organized by Kadi Sarva vishwavidyalaya (FMS) (2013-14)
 - Runners up in the “Equilibrium (Marketing quiz)” competition.
- “IMAGE” - a state level management fest organized by GLS institute of business administration (2012-13).
 - Won the “Business Quiz” competition.
- “CONQUERS” – a state level management fest organized by Ahmedabad University (2012-13).
 - Participated in the “Business quiz” competition.
- “ABHIVYAKTI-2014 a state level competition held by Indus University.
 - Won the “Business quiz” competition.
- Participated as Program coordinator in RAHMAN-E-ISHQ concert in Ahmedabad.
- Finalist in Group Dance competition at Ahmedabad mirror talent hunt 2013-14.
- Participated In “CHAOS” organized by “IIM-AHMEDABAD” in 2016.
- Participated In Kaun Banega Crorepati (KBC-2014) Surat Editio