

# RESUME

## Yogesh Sahu

Email: -yogi76469@gmail.com

Mobile: - +91-8800562365

Address-WZ-1211, Palam Village, New Delhi-110045

### OBJECTIVE

To prove myself as an important part of the organization by achievement of given target and challenging project and to expand my knowledge.

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### PROFESSIONAL EXPERIENCE

- In Goodrich Logistics Private Limited, I worked as an import documentation executive for the last time.
- Having 1-year diploma in social side (Social Engineering) from TCGD by HPPI.
- I was working with Humana People to People India (International NGO) 21 month's experience (As a teacher) Nathupur, Gurugram, Haryana-122002.
- Plus 6 month's experience as a basic computer teacher at Maheshwari primary school (Haryana) as an intern.
- I've had many more little experiences as well.

### My Experience & Responsibilities during working with Goodrich Logistics Private Limited.

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**Duration: 12<sup>TH</sup> November 2021 to 13<sup>TH</sup> October 2023.**

- Handling imports documentation and day-to-day tracking shipment status through websites (ICEGATE, LDB, CONCOR and MARINE TRAFFIC etc.). And update to customer.
- Co-ordinating with CONSIGNEE and CHA, SHIPPER with AGENT for the status of shipment.
- Collect the required DO documents i.e., or surrender BL with proper endorsement, authority letter, insurance copy (if applicable) factory destuffing bond) & KYC documents from customer and check if the documents have been properly endorsed by consignee/Importer/ CHA (Nominated by customer/consignee) or not.
- After collection / payment confirmation from our accounts team of Local destination Import DO Charges + Inland Haulage Charges (if final POD as ICD Location) + Ocean freight /ECRS/Any Surcharge (If collect basis at destination) + Additional Charges (If Collect basis at destination) as per the intimation from POL/agent office.
- Preparing daily DSR report to head office of the import's shipment.
- Release delivery order and update the cargo arrival notice and vessel arrival date to the customers and when the rail arrived at ICD and all updates.
- Co-ordinating with delivery agents and transporter for pick-up delivery order of the shipments.
- Refund & collection security, damage & detention charges, and maintain inventory report etc.
- Making commercial Tax invoice, proforma invoice & rail freight invoice and detention...etc.

- Resolving customer queries with the help of the documentation team.
- Confirm BL release status from our counterpart load port / Trans-shipment office. Confirm that BL as released is Original B/L or surrender or Telex Release etc.
- Handling BOND & DE-BOND shipments (FACTORY & DOCK stuffing).
- Follow up with rail operator and surveyor for the shipment status.
- Good communicate to party with mail and personal contact.
- Working on SYSCON software.
- Online filing & MIS etc.

### **My Experience & Responsibilities during working with Humana People to People India.**

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**Duration: 17<sup>th</sup> June 2019 to 31<sup>st</sup> March 2021.**

- Lead daily morning assembly and teach and assign assignments to students.
- Take students' daily attendance and keep an up-to-date attendance record.
- Visit the slum every day to find/survey new students.
- Supervise classes to ensure all students are learning in a safe and productive environment.
- Prepared documentation and Reporting work of office etc...
- Organize a sports day and annual/cultural program.
- Update the student's grade according to their age, then admitted to the school according to their age. And developing and implementing Student school education.
- Organize parent-teacher meetings and distribute refreshments.
- Provides comprehensive instruction to teach students to study and communicate with another.
- Prepare and distribute periodic progress reports and semester report cards.
- Monitors children's learning/progress and individual needs.
- Preparation of weekly and daily curriculum and lesson plans.
- Daily up-date of all active online software individual student.
- Communicate daily with parents/caregivers to make sure they understand their child's successes as well as areas of needed improvement.
- Distribute midday meals to students on a daily basis.
- Plan and implement educational activities and events.
- I've had many more little experiences as well.

### **I have my own Start-up experience as well.**

- My Start-up name is Rental Man.
- We provide a rental man as of work requirement, our work is to provide a good & timely service.
- We provide a like Cook, Caretaker, Security service, and Cleaning and washing service etc...
- Also provide Skill Trainers like Dance, Guitar, Drum etc....

## **ACADEMIC QUALIFICATION**

<b><u>Examination</u></b>	<b><u>University/Board</u></b>	<b><u>Year</u></b>
10 <sup>TH</sup>	Central Board of Secondary Education	2017-2018
12 <sup>TH</sup>	Board of School Education Haryana	2019-2020
Diploma in Social work (Social Engineering)	Training Center for Global Development Govardhan-Mathura (HPPI)	2018-2019
Bachelor of Business Administration (BBA)	Indira Gandhi National Open University (IGNOU)	Pursuing

## **PERSONAL SKILL**

Documentation and reporting, office work, Teamwork skills, Problem-solving, Business Development all about basic and advance computer knowledge and Marketing, Business thinker, Event Organizing and Good Advisor...etc.

**Computer and technical skills: Operating system:** Window, iOS, Android, dos.

**Office package:** MS-word, Excel, PowerPoint, Outlook, OneDrive etc.

**Social media:** Facebook, Instagram & YouTube.

## **STRENGTH**

Adapting to any kind of environment, cognitive ability, sincere and honest to task and responsible, confident, accepts challenges, self-motivated and result oriented.

## **HOBBIES**

Exploring other cultures, boardgames, Inventorying and accepts challenges, exploring.

And trying to new thing. Traveling, dancing & art/ painting, Playing chess and Video Games etc.

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## **PERSONAL DETAILS**

Father's Name	Sh. Dodraj Sahu
My Name	Yogesh Sahu
Gender	Male
Date of Birth	20/03/2000
Marital Status	Single
Nationality	Indian
Religious Denomination	Hindu
Languages known	Hindi, English
Current Address	WZ-1211, Palam Village, New Delhi-110045

**Name of the Post Applied- Import Documentation Executive**

**Major / Specialization - Supply Chain Management**

**State- Delhi**

## **DECLARATION**

All in for mention in this resume is true and correct to then best of my knowledge and belief.

I hereby declare that all the above in for mention is correct and accurate.