**CURRICULUM VITAE**

**Mr. TANAJI VITTHAL KATHAVALE**

**Residential Address:**

At- kumbharli, (near Usatane Gaon Taloja MIDC Highway) Post- Vadi, City- Kalyan, Dist Thane

**MOB:** 7827802366/ 7738233993

**E-mail Add:**[**tkathavale@gmail.com**](mailto:tkathavale@gmail.com)

**CAREER OBJECTIVE:**

**I am seeking a challenging position with an organization that offers good Career Advancement potential. I am looking forward to use my skills and abilities for organizational growth and to gain good knowledge in your organization of repute.**

**EDUCATION QUALIFICATION**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam Pass** | Institute / university | Year of passing | Percentage |
| TY B.Com | Mumbai | April 2013 | 64% |
| H.S.C. | Mumbai | March-2010 | 53% |
| S.S.C. | Maharashtra Board | March -2008 | 49% |

SOFTWARE QUALIFICATION:

* MS-OFFICE
* Tally ERP 9

**WORK EXPERIENCE:**

* **Gebbs Healthcare as ASSOCIATE (1year 2month)**
* **SMARTE IND PVT LTD as Research Analyst (2Year 6month)**
* **JSB CARGO MOVERS PVT LTD as EXPORT DOCS. EXCUTIVE currently working From December 2017**

**RESPONSIBILITY IN GEBBS**

* **Medical billing department**
* **Processing charge Entry and support to medical coder**
* **Maintain Data in Excel master sheet**

**RESPONSIBILITY SMARTE IND PVT LTD.**

* **Finding company Data on LinkedIn and hovers**
* **Research and collect data as per task**
* **Finding DUNS Number**
* **Collect data from company website and maintain EXCEL SHEET**

**RESPONSIBILITY IN JSB CONSULTANTS**

* **Handling reefer container process start to end like to pick up empty container from yard to reach destination port**
* **Follow up documentation**
* **Place booking**
* **Arranging invoice packing list, examination report**
* **Filling Shipping Instructions**
* **Mail drafting**
* **Coordination with Shipping line**
* **Follow up transportation and arranging vehicle,**
* **Vessel planning,**
* **VGM and Loadlist Filling**
* **BL draft checking and follow up,**
* **Arranging Telex**
* **Follow up runner boy for BL issued and Surrender**
* **Co-ordinate with shipper**
* **Checklist approval**
* **Container tracking**
* **Matching rate with shipping line**
* **Best quote to shipper**
* **Coordination with CHA**
* **Follow up Custom clerance**
* **Maintain Data in Excel Sheet.**

**COMPUTER LITERACY:**

* Complete MS-CIT Course.
* Office Automation- MS Word / Excel / Power Point / Internet
* Operating systems – Windows – 98, Office – 2000, Windows XP
* Tally ERP 9.0

**LANGUAGES KNOWN:**

* English, Hindi & Marathi.

**PERSONAL INTEREST:**

* Listing Song, Reading News paper, Playing Cricket

**PERSONAL PROFILE:**

Father Name : Vitthal T. Kathavale

Nationality : Indian

Marital Status : married

Date of Birth : 3rd Aug. 1991

I hereby declare that the above information mentioned is correct and true to my knowledge and belief.

Place : Mumbai

Date: