

# ROHIT KANDOLIYA



✉ kandoliya007@gmail.com

☎ +971524675030

📍 United Arab Emirates ( Dubai )

in rohitkandoliya

f R D Kandoliya

## 🚀 SKILLS

Leadership

Microsoft office

Team work

Team Mangement

Computer skill

Group work

Data Analytics

Social service

Effective Team Mangement

## 👤 PERSONAL DETAILS

Date of Birth : 09/05/1990

Marital Status : Married

Nationality : Indian

Religion : Hindu

Gender : Male

## ❤ INTERESTS

Photography

Sports

Travel

Reading

Listening to Music

## 🎯 OBJECTIVE

"Looking forward to an entry-level position to kickstart my career. I am adaptable and a quick learner. I can assure you of my professional and personal growth because I have what it takes to forge a successful path for both the company and my future. I want to work in a company that gives me a chance to prove my abilities and help the company in any way possible. I want the company's standards and goals to rise with the help of my contributions..

## 📁 EXPERIENCE

### Operator Diamond Gopinath Diamond Surat , Gujarat

Gopinath Diamond Surat , Gujarat

01/01/2011 - 30/12/2011

### Forest Clerk

Forest Department of Dhari, Gujarat , India

01/01/2017 - 30/03/2019

- 1) Proven experience as office clerk or other clerical position...
- 2) Familiarity with office procedures and basic accounting principles...
- 3) Working knowledge of office devices and processes...
- 4) A fast typist with knowledge in stenography and taking dictations...
- 5) Very good knowledge of MS Office...
- 6) Excellent communication skills..
- 7) Very good organizational and multi-tasking abilities...

### Export import supervisor

B.Devchand Export import, Mundra, Gujarat

01/04/2019 - 30/03/2021

- 1) Liaise between key external stakeholders (forwarders, customs, ports, shipping lines, government agency), internal logistics arm, and customers to provide efficient and fast services and updates.
- 2) Provide and proofread shipping documents (Bill of Ladings, Form E, Packing List, Invoices, etc.) with customs and clients, ensuring accuracy of details and allowing zero room for errors...
- 3) Submitting shipping documents to customs or brokers for customs processing...
- 4) Maintain accurate and proper documentation of shipment details in freight system...
- 5) Assist in computation, filing, and payment of Bureau of Customs duties and taxes...
- 6) Expedite release of shipments by following up and coordinating with stakeholders responsible for customs processing and monitor shipment departure, arrival, and clearance statuses to ensure prompt release of shipment...
- 7) Coordinate customs clearance status with logistics arm to ensure proper communication of information and timely delivery of each shipment..



## LANGUAGES

English

Hindi

Gujarati

Farm Fresh Harvest LLC,Dubai

- 1) Need to maintain day to day Stocks record, productionSupervisor,Crop Planning, Staff Maintenance & Planning...
- 2) Delivery Record Maintain...
- 3) Farm Utility Management...
- 4) Farm Petty Cash Management...
- 5) Madicine and Nutrition Management...



## EDUCATION

**S.S.C.**

2010

Gujarat Secondary and Higher Secondary Education Board, Gujarat  
C+

**H.S.C.**

2011

Gujarat Secondary and Higher Secondary Education Board, Gujarat  
B+

**Bachelor of Social work ( B.S.W. )**

2014

M.K.U, Bhavnagr University, Bhavnagar - Gujarat , India  
B+

**Master of Social work ( M.S.W. )**

2016

M.K.U, Bhavnagr University, Bhavnagar - Gujarat , India  
B+

**Tally ERP 9 With GST**

2023

All India Computer Saksharta &Skill development , Gujarat, India  
A+

ROHIT KANDOLIYA