

Curriculum Vitae

NAGARAJ
S/o GANGADHAR
M.A-5
K.H.B COLONY
EKKUR, BAJAL
POST MANGALORE
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Career Objective

Seeking a challenging job in a dynamic environment that allows utilization of my inherent strength acquires skills offer and scope for learning and growth.

Education Profile

QUALIFICATION	INSTITUTION/ UNIVERSIY	AGGREGATE
MBA INTERNATIONAL BUSINESS	Mangalore University Mangalore	60%
BBM	ST.ALOYSIUS COLLEGE MANGALORE	59%
PUC	ST.ALOYS P.U COLLEGE MANGALORE	75%

Basic :

- MS Word
- Tally
- MS Excel
- PowerPoint
- Basic Knowledge of Import & Export System Documentation.

CURRENT EMPLOYER:

Organization: SNM SHIPPING SERVICES

Designation: Asst.Manager -Operations

Period : 01.10.2017 Current.

Key Responsibilities:

- Monitoring Liner actives inside NMPT (CMA CGM AGENCIES)
- Updating movement reports.
- Preparation of Daily Stock report.
- Co-Ordinating with client on behalf of liner.
- Verifying Port invoices and processing payment.
- Preparation of Sales invoices.
- Follow up with clients for payments.
- Attending Port meeting.

PREVOIUS EMPLOYER:

Organization: BHAVANI' SHIPPING SERVICES (I) PVT LTD

Designation: ACCOUNTANT

Period : 17.03.2014 to 10.08.2017

Key Responsibilities:

- Cash Management
- Generating Billing
- Preparation of Sales invoices.
- Bank Reconciliation/Ledger Reconciliation
- Punching Sales and expenses invoices in Tally.
- Updating Debtors/Creditors reports to HO
- Verifying vendor invoices and processing payment
- Handling Admin related activities (Payment of Bills, Renewal of road tax and Insurance etc.

Personal Profile

Father's name : **Mr.Gangadhar**
Date of Birth : **28-08-1987**
Sex : **Male**
Marital Status : **Single**
Languages known : **English, Hindi, Kannada, Tulu**
Nationality : **Indian**
Current Location : **Mangalore**

Declaration

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge.

Date: 01.09.2019

Place: Mangalore

(Nagaraj)