

MOHAMMED BURHAN SAJJAD DAWRE

International Business Graduate

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SUMMARY

I am an International Business graduate with a CGPA of 9.3 and ranked 1st in my program. I possess a strong understanding of export-import operations, documentation workflows, and global supply chain processes. Knowledgeable in Incoterms, export documentation and logistics coordination with strong analytical and Excel skills. Seeking entry-level Export Documentation or Logistics Coordination roles with international companies.

EDUCATION

Bachelor of Business Administration
(International Business)
MIT Arts, Commerce and Science College, Pune
08/2022 - 08/2025 **📍** Pune

Higher Secondary Certificate (Commerce) 91%
Fajandar Jr College
08/2020 - 06/2022 **📍** Vahoor

Secondary School Certificate 88%
ZTS School
06/2019 - 06/2020 **📍** Goregaon

SKILLS

Export-Import

Export-Import Documentation, Incoterms 2020, Import-Export Procedures, HS Code Classification

Logistics & Supply Chain

Shipment Coordination, Logistics Documentation, Supply Chain Operations Understanding

Tools

Microsoft Excel (Pivot Table, Vlookup), Microsoft Word, Google Sheets, Microsoft Power Point

Soft Skills

Communication, Analytical Thinking, Attention to Detail, Leadership, Team Collaboration, Adaptability

CERTIFICATIONS

Advanced Microsoft Excel Certification (AICIT)

Pivot Tables, VLOOKUP, Data Validation, Sorting & Filtering, Conditional Formatting, Tables, Graphs, etc

Computer Applications Certification (AICIT)

MS Word, Excel, PowerPoint, and fundamental computer operations

Advanced Digital Marketing (Digital Scope)

SEO, SEM, SMM, Canva, Wordpress

LANGUAGES

English - Professional Hindi - Native Marathi - Native

KEY ACHIEVEMENTS

🎓 Academic Excellence

Ranked 1st in BBA (International Business) with CGPA 9.3 across all three years

🏆 Research Publication

Published research paper on International Trade Regulations in IJARST Journal (2024)

★ Business Pitch

Business Pitch Achievement
Secured 2nd position in the Shark Tank event for an innovative business pitch

PROJECTS

International Trade Regulations Project
07/2024 - 10/2024 **📍** Pune

"Awareness of International Trade Regulations Among Medium Enterprises in Pune City"

- Identified trade compliance gaps and proposed EXIM-related advisory solutions to improve competitiveness

Nippon Express Warehouse Project
08/2023 - 10/2023 **📍** Pune

"Warehousing Activities of Nippon Express Warehouse"

- Reviewed warehouse operations and suggested layout + process upgrades for better service and throughput

EVENT LEADERSHIP

Coordinator

IPSUM

01/2024 - 02/2024 **📍** Pune
College event

- Managed logistics and coordination for a 300+ participant college event ensuring smooth execution

Coordinator

MATHLETICS

08/2023 - 10/2023 **📍** Pune
College event

- Coordinated participant management, scheduling, and documentation for a college PPT competition