***CURRICULUM VITAE***

**First Name of Application CV No 1649352**

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**OBJECTIVE**

To become a successful professional while working in a challenging and competitive environment that provides stimulus for growth & innovation and offers me a certain amount of freedom in job profiles as I gradually build my competencies that enable me to contribute to the best of my abilities**.**

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- |
| **EDUCATIONAL QUALIFICATIONS** | **UNIVERSITY/BOARD** | **YEAR** |
| B.Com | Mumbai University | 2010-2011 |
| H.S.C. | Mumbai University | 2006-2007 |
| S.S.C. | Mumbai University | 2004-2005 |

**PROFESSIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **EDUCATIONAL QUALIFICATIONS** | **UNIVERSITY/BOARD** | **YEAR** |
| ACFT [Advanced Certificate course in(Import-Export) Foreign Trade] | Indian Merchant Chamber | 2010-2011 |
| PGDSCM (Post Graduation Diploma in Supply Chain Management) | Welingkar Institute of Management. | 2012-2014 |

**PROFESSIONAL WORK EXPERIENCE**

**Company Name: -** Hindustan Cargo Ltd

**Department**: - Sea Export Department (Freight forwarding) & Sea Import- Consol

**Duties & Responsibilities**:-

* Making CO (Certificate of Origin), GSP (Generalized System of Preference)
* Bill of Lading Draft, Release Bill of Lading,
* Filling Shipping Bill ( Free & DEPB) in Visual Impex,
* Post Shipment Documents dispatch,
* System entry in EDI,
* Making Delivery Order (Import), CAN (Cargo Arrival Notice)
* IGM Undertaking & Co-Ordinate with Shipper And Shipping Line.

**Duration**: - 19th June, 2011 to 25th March, 2012

**Company Name: -** Soneta Logistics Pvt Ltd

**Department: -** Import Department (Sea & Air)

**Duties & Responsibilities**:-

* Type check list as per Invoice, Packing List & other relevant documents in Visual Impex
* Check list Send it to Importer for their confirmation
* Co-ordinate with Importer
* Filling Check list in Ice-Gate for Bill of Entry & also taking Bill of Entry no. from Ice-Gate
* Also tracking IGM No., Making Container Insurance Bond, Custom Purpose Insurance
* All updates related to Importers cargo at Nhava sheva informs to Importer on Daily basis

**Duration**: - 1st April,2012 to August 2013.

**Company Name: - Vivid International**

**Department: -** Export Department (Sea & Air)

**Duties & Responsibilities**:-

* After we get the Order, Place Purchase Order to Local Supplier
* Making Proforma Invoice, if needed.
* Follow up with Local Suppliers for getting Material on Time.
* Pre-material Inspection
* Handling entire documentation involved from finalization of order to completion of order –

Mainly Commercial Invoices, Registration for COO, Legalization, Vessel Booking for the shipments

* Plan and Supervise export shipments.
* Freight negotiations with Shipping Lines & follow up with CHA
* Transportation arranging shipments.

**Duration**: - 12th September, 2013 to 31st March, 2015

**Company Name: - Phoenix Innovative Healthcare Manufacturers Pvt Ltd**

**Department: -** Production, Planning & Control (PPC)

**Duties & Responsibilities**:-

**Planning**

* Preparing Weekly Production plan for Wet division, Plastic Molding division.
* Issuing raw material as well as packing material for Production on daily bases.
* Doing Reconciliation of all raw material on daily bases.
* Observing Gamma Box packing of each section.
* Observing Final packing of each sections..
* Giving Raw material as well as packing material forecast to Purchase department.
* Maintaining monthly product wise inventory for financial department.
* Maintaining all data in IQMS system.

**Logistics**

* Arranging Transporter to send goods for Gamma Sterilizations.
* Preparing export documents such as Commercial invoice, packing list, export value

Declaration, SLI (Shippers Letter of Instruction), BL draft.

* Follow up with CHA for custom clearance & other custom related formalities.
* Inspection of Finished goods before stuffing…
* Giving intimation to Excise department for verification.
* Taking part in monthly stock taking activity.
* Maintain Vessel tracking record of each shipment.
* Send B/L & Other documents to Consignee for clearance purpose at destination

**Duration**: - 01st April, 2015 to till Date

**COMPUTER LITERACY**

* Computer knowledge , MS-Office, MS-Outlook

**KEY STRENGTHS**

* Hard working and Dedicated.
* Ability to work well under continual time deadlines
* Good planning skills
* Good negotiation skills
* Problem solving ability
* Creative and open to new ideas.

**PERSONAL PROFILE**

* **Date of Birth :** 27/10/1989
* **Sex :** Male
* **Marital Status :** Single
* **Nationality :** Indian
* **Languages known :** English, Marathi & Hindi
* **Hobbies :** Playing cricket, volleyball, Travelling