

SAMIKSHA

SAMIKSHA.322649@2freemail.com

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people for achieving organizational growth objectives.

**CAREER SUMMARY**

**More than 8 years of experience in**

Supply Chain Management, Logistics - Operations, Warehousing, Customer Service –Custom Clearance & Transportation

**Work Experience**

**Jeena and Company** **May, 2011 till Sept 2016**

**Logistics Executive - Imports**

\*\* Handling Import Documentation

\*\* Handling DDU, DAP and DDP shipment

\*\* Handle Pre and Post Shipment

\*\* Handling FOB, CIF and C&F shipment

\*\* Knowledge of Normal B/E, In-Bond, Ex-Bond & HSS B/E

\*\* Good knowledge of H.S code and duty structure.

\*\* Coordinate with clients for necessary documents for Customs clearance.

\*\* Solving the Problems related to Documentation

\*\* Arranging Delivery Order from S/line & Freight Forwarder Office

\*\* coordinating with S/line and Freight Forwarder for status of Shipment

\*\* coordinating with Delivery Agents / Transporter for Delivery of

 Shipments & Planning for Delivery.

\*\* Coordinating with all branch offices located in different states

\*\* Knowledge of filing documents under licenses i.e. DEPB/DEEC/EPCG etc.

\*\* Preparing daily, weekly and monthly consignment statements and updating clients and Management.

\*\* Follow up with Custom & Operation Team for Shipment status

\*\* Offering Import Clearance quotations and price negotiations to Overseas Agents & Local Customer

\*\* Updating of Quotation in system and preparing Invoices

\*\* Dispatch of Post Clearance documents to Customers.

\*\* Follow up with customer for outstanding payments

\*\* Preparing Reports i.e. ISO (CAPA)

**Clients Handled - Raymond Limited, Schott Kaisha Pvt. Ltd, and Jindal Drugs Ltd, CHW forge ltd, Triveni Turbines,Inox Wind Ltd, etc..**

**Nippon Express (India) Pvt. Ltd Jan, 2008 till June 2010**

**Logistics Executive - Imports**

\*\* Handling Import Documentation

\*\* Update Client for Shipment Status

\*\* Daily DSR Report to Importers & Seniors

\*\* Good Communicate to party with Mail and Personal contact

\*\* Find H.S codes with traffic book

\*\* B/E Filling with Visual Impex and ICEGATE

\*\* Handling Transfer of Ownership, Bonding and Ex-bonding shipment

\*\* Trace the shipment status through websites and by personal contact to Shipping Lines and freight forwarders

\*\* Arrange to collect the delivery orders from shipping line and freight Forwarders

\*\* Co-Ordination with S/line for getting status and to avail required documents.

Handled well known clients I. e Atlas Copco India Ltd, Epson India Pvt. Ltd, HCL India Ltd, Crompton Greaves Ltd, P & G Home Products Ltd etc.

Education

**EDUCATIONAL DEVELOPMENT**

**University of Mumbai**

2004-05, Passed **S.S.C,** 52%

2006-07, Passed **H.S.C**, 56%

2009-10, Passed **S.Y.B.Com, 40 %**

**Additional skills and achievement**

Languages

English (fluent), Hindi (fluent), Marathi (fluent).

**IT**

Microsoft Office (expert), HOMYAR (Jeena & Co ERP) Orion (Citrix),Visual Impex (ERP), Canopus (ERP)

Miscellaneous

**ADMINISTRATION RESPONSIBILITIES**

- Office maintenance and administration works.

- Approaching Clients for business development.

- Assisted the collections department in obtaining outstanding customer debts.

- Ability to function in almost any scenario and go the extra mile to get the job done.

- Exceptional leadership and team building qualities in the training,

 mentoring, motivating and supervising of supply chain, logistics, Transportation/warehousing

**Interests:**

Listening Music

Internet Surfing

Dancing

**Declaration**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particular