MD. SAQUIB

*Bur Dubai, UAE*

*~ E-Mail:* [*saquib.369655@2freemail.com*](mailto:saquib.369655@2freemail.com)

***M.B.A –Marketing & Operation with 4+ years working experience***

*Interaction with overseas buyers*⦁ *Coordination and follow up with overseas buyers in finalization of export orders.* ⦁*Contractual Management: preparing quotations & Pro-forma Invoice in co-ordination with Managing Director/DGM. Complete follow up, coordination and execution of contract.*⦁*Classification of goods as per HS Code for Import & Export*⦁*In coordination with manager Import apply for Advance Licences and their complete follow up with CLA.* ⦁*Co-ordinating with our advisors for Licences and Export Obligations with DGFT*⦁*Preparing Shipping Instruction & Bill of Entry for the Consignment*⦁*Complete coordination with CHA and responsible for Import–Export Consignment to be at their destination*⦁*Import duty calculation and registration of Advance Licence with the Custom department at the Port & their follow up till the release of Bond Guarantee*⦁*Execution & Cancellation of container removal of Bonds*⦁*Responsible for taking Plant Quarantine, FSSAI & ADC Clearance for the Consignment.*

***EDUCATIONAL QUALIFICATION:***

***ACADEMIC QUALIFICATION:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Degrees* | *Stream* | *Board/University* | *Year* | *Marks (%/DGPA)* |
| *M.B.A* | *Marketing & Operations* | *A.M.U* | *2013* | *62.30* |
| *B.Sc (Chem)* | *Chemistry* | *L.N.MU* | *2010* | *60.80* |

* ***Certificate course in Arabic from Jamia Millia Islamia-2015***
* ***Proficient in Microsoft Office (MS Words, MS Excel)***

***JOB PROFILE:***

***Documentation:***

* *Preparation of pre-shipment and post shipment documents for inspection, certification.*
* *Negotiation with local transport agents, responsible for arranging stuffing permission, inspection, Certification of Analysis, data sheet etc.*

***Logistics:***

* *Coordinating the movement of containers with shipping Line and Airlines with CHA, transporters, factory for the smooth handover of shipment, release of Bill of Lading and Air Way Bill for timely delivery at the destination.*
* *Supervising Loading of containers as per the specification of the buyer.*
* *Analysing the Production data to arrange loading as per the order of different buyers from different countries.*
* *Responsible for arranging the supporting papers to accompany with containers for handover at the port.*
* *Coordinating and arranging 3rd party inspection (TUV, BUREAU VERITAS ETC) of shipments with proper documented.*
* *Responsible for co-ordinating with Insurance Company.*
* *Responsible for taking Plant Quarantine, FSSAI & ADC Clearance for the Consignment.*
* *Execution & Cancellation of container removal of Bonds.*
* *Import duty calculation and registration of Advance Licences with the Custom department at the Port & their follow up till the release of Bond Guarantee.*

***Marketing:***

* *Responsible for Execution of Order booking of buyer and their regular follow up till its release in co-ordination with DGM Exports.*
* *Co-ordinating with foreign delegates for factory Inspection.*
* *Meeting with buyers domestically and at exhibitions in foreign countries.*
* *Monthly visit to the plant/Manufacturing Unit for Physical verification of stocks.*

***CAREER HIGHLIGHTS:***

***S.M.Herbals Pvt Ltd.- New Delhi***

***Working since March -2016 –till present as a Senior Executive (Documentation, Logistics and Marketing)***

***Responsibilities are:-***

* *Coordinating the movement of containers with shipping Line and Airlines with CHA, transporters & factory for the smooth handover of shipment, release of Bill of Lading and Air Way Bill for timely delivery at the destination.*
* *Preparation of pre-shipment and post shipment documents for inspection, certification, buyer and for bank.*
* *Taking stuffing permission, arranging Certification of Analysis, material data sheet etc.*
* *Responsible for arranging the supporting papers to accompany with containers for handing over at the port.*
* *Responsible for Execution of order booking of buyer and their regular follow up till its release in co-ordination with the Director.*
* *Meeting with buyers at local level.*
* *Monthly visit to the plant for Physical verification of stocks and reports to the management.*

***Aliffa Agro India Pvt. Ltd.- New Delhi***

***Worked from June-2013 to Feb -2016 as a Documentation, Logistics and Marketing Executive.***

* *Responsible for arranging the supporting papers to accompany with containers for handing over at the port.*
* *Responsible for Execution of Order booking of buyer and their regular follow up in co-ordination with DGM Exports.*
* *Co-ordinating with foreign delegates for factory Inspection.*
* *Meeting with buyers at exhibitions in foreign countries*
* *Coordinating and arranging 3rd party inspection (TUV, BUREAU VERITAS ETC) of shipments with properly documented*
* *Coordinating the movement of containers with transporters, CHA and factory for the smooth handover of shipment, release of Bill of Lading for timely delivery at the destination.*
* *Preparation of pre-shipment and post shipment documents for inspection, certification, & for buyer.*
* *Supervising Loading of containers as per the specification of the buyer.*
* *Analysing the Production data to arrange loading as per the order of different buyers from different countries.*

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***Al Dua Food Processing Pvt. Ltd.- Aligarh***

* *Worked from Aug-2010 to June -2011 as a Loading In-charge*

***Responsibilities include:-***

* *Responsible for Loading planning and its execution*
* *Responsible for maintaining the Loading data and reporting to the head office*

***PERSONAL DETAILS:***

*Age : 36 years*

*Gender : Male*

*Marital status : Married*

*DECLARATION:*

*I, Md.Saquib do hereby confirm that above information are correct to the best of my knowledge.*

*Place: -------------------------------*

*Date:* ***(MD.SAQUIB)***