**Ved**

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**Career Object:** Seeking for a challenging job in valuable organization where my skills can beproved and improved.

**Period: -** Jan 2016 to Cont…

**Designation: -** **Export-Import Coordinator**

**Products :- Coal, Iron Ore, Electrodes, Chrome Ore, Hot Roll coil, Billets, Manganese Ore, HMS Scrap, Aluminum Scrap, Paper Scrap, Manganese Ore**

* Coordinating with trader and Sale team.
* Preparation of Contracts /Sale and Purchase contract / Performa Invoice
* Coordinating with Shipping company for Vessel for bulk shipment
* Preparation of LC draft and coordinate with bank for issuance of LC.
* Checking the document as per LC/DP/Avalised / Open account terms
* Coordinating with collateral manager for stocks at port.
* Handling Pre-shipment and post shipment activities
* Handling all procedure to open and amendment of LC with bank.
* Coordinating with various Shipping line for freight or BL related work like BL Switching and correction.
* Arranging certificate of origin and legalization of trade documents.
* Coordinating with insurance company for Cargo Insurance.
* Trading the order and communicating with supplier and buyer.
* Keeping the record of goods at port and follow-up for deliver and release order
* Keeping the record of payment and follow-up with trader and buyer.
* Handling the Online and Manual Tender of purchase and sale contract
* Preparation of Contract /purchase order/sale contract/ Performa invoice
* Drafting the BL and Preparing the BL Instruction.
* Dealing in HSM1, HMS2, Plate and structural, shredded scrap, Aluminum scrap, Paper scrap.
* Scrap Shipped from Brazil, USA, UK and UAE to India, Bangladesh, Pakistan and Thailand etc.

**Period: -** Jan 2015 to Dec 2015

**Organization: - JB Shah CHA and Freight Forwarder**

**Designation: -**

**Import Export coordinator / Documentation In charge**

* Preparation/ Checking of quotation for freight and local transport
* Coordinating and negotiation of freight for freight of containers.
* Checking the availability of General/refrigerator Container/ HQ containers
* Arranging the local trucks for container and Crane for lifting the machinery.
* Arranging the Certificate of Origin and GSP and other certificate for client.
* Arranging fumigation and other inspection for client.
* Coordinating with foreign freight forwarder for door step delivery at destination.
* Coordinating for Custom clearance with Custom clearance.
* Coordinating with client for required documents for custom clearance.
* Tracking the shipment and advice to client about their cargo.
* Follow up for payment with client.
* Maintaining database/ record of shipment and preparing monthly/Quarterly report

**Period: -** May 2012 to July 2014.

**Organization: - Innovation Worldwide DMCC (Dubai, UAE).**

**Designation: -** **Export Executive**

**Products :**Ferrous and Nonferrous metal (Ferrous alloy - Ferro Silicon Manganese,Ferro Chrome, Silicon Metal, Manganese Metal, Ferro Titanium, Ferro Vanadium, Ferro Niobium, Coke and coal etc )

* Prepare bill of exchange, Invoice, Packing List and other Export related Document per importer/LC instruction
* Handling Pre-shipment and post shipment activities
* Prepare the Draft LC and submission to bank for finalizing
* Handling all procedure to open and amendment of LC with bank.
* Handling the All outward and Inward remittance with Bank of Baroda UAE and Emirate NBD bank in USD and EURO to client and shipping company.
* Coordinating with various Shipping line for freight or BL related work like BL Switching and correction.
* Appling for Certificate of Origin in Dubai Chamber of commerce and get original COO for Dubai chamber of commerce.
* Coordinating with insurance company for Cargo Insurance.
* Deal with Forex department with bank when required like for forward contract.
* Experience to deal for CC limit and loan for trade with bank.
* Responsible for all activities relating to cost effective logistics.
* Responsible for providing data for management information system by making monthly sales and sales forecasting reports.
* Submission of relevant documents received from supplier to CHA after verification for the same.
* Follow up with CHA for clearance of the consignment.
* Submission of proper & relevant documents to bank for payment of imports.
* Lesion with central bank, Ministry of Economics, Ministry of foreign affairs, chamber of commerce and immigration department for different activity.

**Period: -** Nov 2009 to April 2012

**Organization: - Suruchi Foods Pvt Ltd.**

**Designation: -** **Assistance Manager Warehouse and Supply Chain**

* Prepare daily dispatch plan as per demand from field.
* proper records of incoming and outgoing goods
* Ensure that the targeted dispatch volume are achieved
* Liaison with Govt. Officer for day to day activities.
* Fulfill the demand of requirement in field and coordinate with field boys
* Handling the Stock at Warehouse and manage according to requirement
* Prepare documentation and reporting sheet
* Prepare & maintain all the documents & resisters required for keeping track of the daily/monthly performances
* Reporting on Graph of stock and demand(Bar chart, Pie chart and line chart)
* Able to use SAP and Support in MIS

Working with Suruchi Foods Pvt Ltd., I have to manage all stock come from factory and store at local warehouse at Ahmedabad, and dispatch at respective area in Gujarat. Develop relationship with Govt. Officer for payment and demand.

I have made a account software for office work in VB.net with Sql support to reduce manpower and mistake in billing system.

**Period: -** Jun 2003 to Oct 2009

**Organization: -** **Century Transport Of India**

**Designation : -** Logistic Executive

* Logistic Operation with Customer Handling.
* Handling the Import and Export Document
* Proper care, and also manage the labour
* Proper records of incoming and outgoing goods
* Handling the SQL Database Server and Handle the Queries
* Handling the all type of IT’s problem in Office and Branches
* Also maintains pick-up and delivery schedules, and manages and resolves complains regarding demand schedule.

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Examination / Degree | Year of passing | Board / University | Major Subjects |
|  |  |  |  |
| SSC | 1998 | Gujarat |  |
|  |  |  |  |
| HSC | 2000 | Gujarat | Science |
|  |  |  |  |
| B.Sc. | 2003 | Gujarat Uni. | Chemistry |
|  |  |  |  |
| LLB | 2009 | Gujarat Uni. | General |
|  |  |  |  |
| Import Export and International | 2015 | Gujarat Uni. | Import Export and |
| Finance(Post Graduate Diploma) |  |  | International Finance |
|  |  |  |  |
| MBA in Oil and Gas Management | Cont.. | University of Petroleum | First Year. |
|  |  | and Energy Studies |  |
|  |  |  |  |

**Computer Education**

* GNIIT From NIIT Computer course(36 Month Course), Ahmadabad Dec 2005

Course covered: Ms World, Ms Excel, Ms Power Point, Outlook, Database- SQL Server and Access, Vb.Net, Script Language like Java script and VB script and web designing.

* Microsoft Certified Solution Developer
* Database , Server and Networking Management
* Good Command over MS World ,Ms Excel and internet
* Able to develop website, hosting web site, database handling
* Knowledge of Making effective Power Point Presentation

**Personal Information**

Date of Birth:

Languages Known:

UAE Driving License

November 15, 1982

English, Hindi & Gujarati

Yes

Thank You

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