

**Thomas**

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|  | **Commercial Management Profile** |  |
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Senior professional with over 17 years of experience in managing Shipping & documentation, Letter of credit operations. Proficient in preparation of Export Documents to shipping & Bank for negotiation. Exploring challenging assignments with a professionally managed organization

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| **Expertise in** |  | **Executive Summary** |
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* Import Export
* Shipping & Logistics
* Documentation & Reporting
* LC & Payment Management
* Contract Negotiations
* Freight Management
* Pre & Post Shipment
* Client Interaction
* Cross Functional Team Coordination
* Proven ability to handle Export / Import operations, very good experience in handling shipping & documentation.
* Proven ability in facilitating buyers with workable export LC drafts for LC opening and negotiation of LC terms; liaise with various support teams in ensuring issuance & scrutinizing of export L/Cs, Bank Guarantees and Standby L/Cs received from customers
* Skilled in verification of transport documents, Inspection Certificates, Certificate of Origin, Storage Warrant, preparation, examination & presentation of export L/C documents, documents on Collection basis and presentation to banks
* Adept at evaluating & ensuring compliance to agreements pertaining to bank fees and charges as well as allocation of bank costs to the correct deals. Coordinate with accountants with regards to cash flow, syndicate bank loans, outstanding letter of credits and payments etc
* An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude

**Professional Experience**

**Nov. 2017 onwards**

**Manager Operations / Shipping & Documentation (expert)**

BUOY GROUP deals in various segments and have a mark its presence in more than 48 countries in the field of the Metals and Steel Industry specializing in Ferrous Scrap, Non‐ Ferrous , minerals (chrome & manganese). Scrap like Stainless Steel Scrap, Aluminum, Semi‐ Finished Steel like Slabs, Billets, Finished Steel like HR coils, CR Coils & Galvanized Coils etc in both containers and break bulk containers

**Accountabilities:**

* Preparing Sales contracts commodity wise,
* Order allocation to Branch and follow‐up.
* Freight Negotiation with shipping lines & arrange containers for loading.
* Communication with buyer & seller for smooth Operations.
* Coordinate activities related to nominating & opening LCs followed by advising & confirming banks in compliance to available facilities
* Guide traders & operations staff on various aspects of L/C requirements in a deal including acceptable or unacceptable clauses and securing preferred bank based on facility arrangements
* Follow up with counter parties pertaining to opening letters of credit, Standby LCs, LC transfers (from transferrable LCs) based on terms of the purchase contract
* Interact with suppliers, traders & banks for preparing & presenting related L/C amendments based on business requirements
* Update traders, customers & banks for obtaining amendments before shipment and instruct customers on the required amendments
* Negotiate with banks for LC confirmations and arrange assignment of proceeds, credit insurance.
* Follow up with banks for documents presented and payments, discounting of L/Cs & LC payments.
* Obtain 1st leg document from supplier, prepare Shipment Advices, check draft BL’s based on originals received from local shipping companies
* Follow up with shipping companies and freight forwarders for preparing full documentation of import and export operation
* Draft & present documents for advance payment, pre‐shipment documents for custom clearance, BL instruction to be sent to supplier / shipping company for release the Bill of Lading including Post shipment documents as per LC (Letter of Credit), CAD
* Organize training sessions for the trade finance and logistics team on rules and practices of documentary credit, collections, standby, guarantee etc for maintaining seamless operations
* Prepare & present various status reports for the senior management to enable effective decision making

**KAGZI EXPORTS / KAGZI HAND MADE PAPER INDUSTRIES, JAIPUR, INDIA  July 1999 – Aug. 2007**

**Operations and Documentation Executive**

KAGZI EXPORTS & KAGZI HANDMADE PAPER INDUSTRIES is dealing with Textiles & Handmade paper items and it is manufacturing unit.

**Accountabilities:**

* Order Execution
* Document preparation for customer clearance by Air & Sea & bank negotiation.
* Communication with buyers
* Set up & managed effective logistics network to optimize movement of consignment and delivery of orders leading to enhanced organizational P&L in coordination with transporters, consignees, etc
* Coordinated with freight forwarders for maintaining effective transport solutions at reasonable costs.
* Updated business status to senior management & clients using detailed reports for effective decision making

**Career Graph**



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| **Organization** | **Designation** | **Duration** |
| Buoysail Tr. Est | Manager Operations / Shipping & Documentation (expert) | Nov 2007 onwards |
| Kagzi Export / Kagzi Handmade | Operations and Documentation Executive | July 1999 – Aug. 2007 |
| Paper Industries |  |  |

**Education**

* Diploma in Office Automation

Diploma in Export Marketing & Managment.

* B Com, Kerala University, Kerala,
* Pre‐ Degree from Kerala University

**Accreditation**

* ATTENDED ISRI CONVENTION 2013 AT FLORIDA, USA
* ATTENDED VARIOUS MEETING & PROGRAMME ON EXPORT CLEARANCE

DECLARATION:

I certify that all information contained in this application is factually correct and complete. I understand that the omission or misrepresentation of any information is sufficient grounds for canceling my registration.

**Languages Known:** English, Hindi and Malayalam **~ Nationality:** Indian

**Visa Status:** Employment Visa **~ Other Country Visa Status: 10 year USA (expiry**

**2023) ~ References:** Available on Request

**Email:** Thomas-396975@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>