

Objective

Seeking a challenging position in an organization which fosters personal & professional development.

Professional Experience

1. NPEX LLP (Startup)
Assistant Manager - From July'19 till April'20

Handling Documentation and Logistics for shipments right from Order to Invoice.
Freight Negotiation with Shipping Lines / CHA
Coordination with Suppliers, Buyers, Banks, Shipping Lines and CHA.
Arranging Inspection of Cargoes as per import regulations in Buyers country.
Finalizing Letter of Credit and BL drafts.
Preparing and checking export documents as per Letter of Credits.

2. Vserv Global Pvt Ltd.
Assistant Manager - From May'18 till June' 19

Preparing Sales /Purchase contracts.
Following up with Supplier for Cargo movements and documents.
Preparing LC instructions and Checking LC and BL drafts.
Preparing and checking export documents as per Letter of Credits.
Coordinating with Shipping Lines and CHA.
Handling Logistics for shipments from APAC region from Order to Invoice.

3. Intelenet Global Services Pvt Ltd.
Senior Trade Analyst - Barclays UK Trade – From Nov'16 till April'18

Part of Migration Team for Doc Check Process Migration
Document Checking under Export Letter of Credits.
Schedule preparation for Export LC documents.
Handling correspondence, queries from Issuing Bank, Reimbursing Bank and Previous Advising Bank.
Noting AML Red flags and Sanctions screening.
Following up with onshore team for revised documents and disposal instructions.
Authorizing CID (Customer Id - creations and reverts) transactions for Banks and Customers.

4. Psons Ltd., Hong Kong
Executive – Logistics and Operations from April 2010 to July 2015

Studying and Analyzing Buyer's and Supplier's contract in coordination with Marketing team to finalize the deals and Estimating cost for the entire transaction.
Handled entire operations of import and export documentation along with Bank Negotiation Coordinating with Chartering department for vessel movements report, Dispatch and Demurrage.
Maintaining record of Balance payments for Buyers/Suppliers along with Despatch/Demurrage for final settlement.

5. Tricon Energy Ltd
Executive – Documentation from May 2009 to Mar 2010

Preparing LC Instructions and Checking LC Draft/applications as per the Contract.
Scrutinising the Original LC for workability and requesting amendments if required
Providing BL Instructions/Draft as per LC and Coordinating with the Shipping Lines directly for BL's.
Checking documents prepared by the colleagues.
Follow up with Operations for Survey Reports and other Third party documents as required under the LC.
Banking Export documents as per LC and Follow up with Banks for document and discounting status.
Preparing LC Reports for monitoring status of LC and shipment and updating the jobs in the system accordingly.

6. Goldstar Polymers Ltd
Executive Logistics from Sept 2008 to April 2009

Mining division:

Export documentation as per Letter of Credit
Coordination and Follow up with CHA for organizing Inspection and Shipping Documents.
Following up with Mines Manager for day to day tonnage.
Liaisoning with Government Officials for requisite Licences and Attending Legal matters regarding Mining.
Polymers division

Handling Imports of Raw Material and Spare Parts required for Machineries.
Coordination with Factories for Stock, Order Booking and dispatches
Follow up with the parties for payments and maintaining receipt of Payments

7. Citigroup Global Services Ltd
Process Executive from June 2006 to August 2008

Studying and checking Letter of Credits along with Export Import documents for Processing Payments. To provide training to the freshers and assisting them in processing.
Authorising transactions

8. Hiran Orgochem Ltd
Executive Exports from June 2005 to May 2006

Carrying out pre & post shipment documentation
Freight Negotiation, Coordination with Factory, CHA'S , Shipping Lines,
Liaisoning with Inspection agencies, Insurance Company, ECGC & DGFT.
Follow up with banks for Payments , L/C, and dispatch of documents.
Supporting Marketing team with MIS Reports

9. Kopran Ltd
Executive Exports from Dec 2004 to May 2005

Carrying out pre & post shipment documentation
Coordination with Factory, CHA'S , Shipping Lines.
Liaisoning with Inspection agencies, Insurance Company, & ECGC.
Preparing of BRC'S & Proof of Exports.
All the requisite Back hand operations like filing and maintaining records. Supporting
Marketing team with MIS Reports

10. Jaysynth Dyechem Ltd
Officer Exports from Feb 2000 to Nov 2004

Carrying out pre & post shipment documentation Coordination with Factory, and CHA.
Preparing of BRC'S & Proof of Exports.
All the requisite Back hand operations like filing and maintaining records.
Supporting Marketing team with MIS Reports

Personal Traits

Responsible and reliable.
Able to work under pressure.
Excellent Coordination and Communication Skills.

Achievements

Completed work on time without failure.
Maintained smooth work flow

Educational Qualification

Certified Documentary Credit Specialist (Oct '2017)

B.Sc. in Chemistry from Mumbai University in 1994.
Diploma in Business Management from Wellingkar Institute
Diploma in Import Export from Wellingkar Institute

Computer skills

Basics MS-Word, MS-PowerPoint, MS-Excel, Internet.

Personal Details

Date of birth: 27th Mar 1973
Marital Status : Married
Languages known: English, Hindi, Marathi.
Address: 27/A, Flat 603, Panchsheel CHS, Bimbisar Nagar, Goregaon East, Mumbai 400065.