

CURRICULUM VITÆ

GANESH CHANDRAKANT NIGHUJKAR

D-Wing, Flat No. 002, Ground Floor,
Tarabai Sankul D-Wing CHS Limited,
Katrap, Badlapur (East),
Thane: 421 503.

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Contact Me: +91 9987678487

CAREER OBJECTIVE

To gain good position in a result-oriented company requiring an ambitious and career conscious team member wherein I can contribute my skills set towards continuous growth and development of the organization.

STRENGTHS

- Good Communication Skills
- Disciplined & Hardworking, Fast Learner
- Active Team Player & Self-Starter
- Undoubted Integrity & Honesty

EDUCATION QUALIFICATION

- Successfully Completed "**Post Graduate Diploma in Business Administration (PGDBA)**" with specialization in "**SUPPLY CHAIN MANAGEMENT**" in October 2014 with "A" Grade from Welingkar Institute of Management.
- Successfully Completed "**Diploma in Export-Import Management (DEI)**" in December 2008 with "A" Grade from Welingkar Institute of Management.
- Graduated in Commerce in March 2003 from Mumbai University.
- Passed H.S.C. from Mumbai Board with 69% in the year February 2000.
- Passed S.S.C. from Mumbai Board with 73 % in academic year March 1998.

OTHER QUALIFICATION

- Successfully participated "SIX SIGMA – INTRODUCTION & AWARENESS"
- Good proficiency in Computer, Emails & Internet etc.
- Typing speed up to 50 W.P.M.
- Certification in MS-CIT (Maharashtra State–Certificate in Information Technology) with 79% in the month of September 2003

PROFESSIONAL EXPERIENCE

(From December 2019 to till date) Working with M/s. GloboTrans ProLogistix Private Limited & implants at M/s. Adani Welspun Exploration Limited, Lower Parel as Logistics Executive (EXIM & Supply Chain Logistics Executive) Department: Logistics.

Job Profile & Responsibilities:

- Review Purchase Orders (PO) readiness as per delivery date, INCOTERMS, project requirement, freight optimization etc.,
- Reviewing of vendor's CIPL for preparation of EC applications (Duty Exemption Certificate) & Customs Clearance till delivery of cargo to Adani's WH.
- Coordinating pickup & movement of ready shipments (Pre-alerts)
- Generating GRN (Goods Receipt Note) & update the record for all material in system.
- Communicating offline & online (through ECMS) with Directorate General of Hydrocarbon (DGH) to ensure fulfill documents like Duty Exemption Certificates (Queries/Issues/Urgency)
- Communicating with various CHA's to ensure fulfill documents like pre-clearance standard documentation, CE Certificates for old & used shipments, Surveyor's report or any other unplanned documents etc.
- Timely processing & coordinating with of Sub-contractor's EC applications (Imports), Export & Regulatory Clearances of Marine Spread (MoD, NSC, SPL etc.)

(From August 2016 to February 2019) Worked with M/s. Ingram Micro India Private Limited, 5th Floor, Block B, Godrej IT Park, Pirojshanagar, LBS Marg, Vikhroli West, Mumbai 400079 as Executive (EXIM & Supply Chain Logistics Executive) Department: Buying (Imports).

Job Profile & Responsibilities:

Export Shipments & Duty Drawback Scheme:

- Preparing all Pre-Shipment and Post-Shipment documentation, Shipping Instruction for AWB/ BL for export viz, export invoice, packing list, export declaration, custom request letters.
- Co-coordinating with W/H for material Billing, Packing, Physical Inspection / Survey of Material, Co-ordinate with Transporter, Freight Forwarder and Shipping Companies for negotiation of the freight rates and other communication.
- Working with Product Team (Buyer) for write up, material return authorization formalities with vendor, credit note/ remittance against export job completion.
- Working with Custom House Agent (CHA) for filling of Shipping Bill under Free / Manual in case of Custom Duty Drawback under section 74.
- Sending RFQ to various Freight Forwarder, finalizing the FF, coordinating with FF for carting order & timely close the job after getting POD.
- Co-ordinate with Bank for GR Waiver Request & Closure in case of purchase return where remittance is not involved & preparing eBRC applications from Banks after receiving the payment from the buyer.for updating shipping bill details on DGFT Website for export close.
- Checking of L/Cs received from the buyers of the shipment, & checking the material are dispatched on time to them. Preparation of LC Documents.
- Co-ordinate with accounts team & finance team for credit note adjustment & FIRC against the payment received from vendor in advance / 30 days payment terms.
- Preparing & Submitting the custom Duty drawback application to custom department with all necessary documents, replying to query raised by customs, personally meeting with custom staff on any special requirement / clarification.
- Coordinating with Claim team after getting the duty drawback amount from custom.
- Visiting to DGFT – Mumbai for any new activity.
- Preparing online MEIS License for export under section 75.

Import Shipments:

- Timely sending pre-alert to CHA, Coordinating with CHA for custom clearance, advance online payment of custom duty.
- Coordinating with CHA for BOEs & timely close the job

Billing:

- Processing CHA Bills & FF Bill for Export shipments & Import shipments.

(From December 2012 to June 2016) Worked with M/s. BG Exploration & Production India Limited (BG INDIA), Hiranandani Business Park, Powai as EXIM Coordinator (EXIM & Supply Chain Logistics Executive) Department: Supply Chain & Procurement.

Job Profile & Responsibilities:

Freight Forwarding & Imports Custom Clearance:

- Review Purchase Orders (PO) readiness as per delivery date, INCOTERMS, project requirement, freight optimization etc., also follow up for overdue PO's
- Reviewing of IMRR along with vendor's CIPL for preparation of EC applications & Customs Clearance
- Coordinating pickup & movement of ready shipments (Pre-alerts)
- Communicating online (through ECMS) with Directorate General of Hydrocarbon (DGH) to ensure fulfill documents like Duty Exemption Certificates (Queries/Issues/Urgency)
- Communicating with various CHA's to ensure fulfill documents like pre-clearance standard documentation, CE Certificates for old & used shipments, Surveyor's report or any other unplanned documents etc.
- Timely processing & coordinating with of Sub-contractor's EC applications (Imports), Export & Regulatory Clearances of Marine Spread (MoD, NSC, SPL etc.)

Re-Exports & Other Documentation:

- Re-export activities including preparation for application of GR Approval / NRC from Bank for re-export of the materials.
- EC & Post Import Document checking (Physical & ACONEX System),
- Rental Tracking of sub-contractor's tools / vessels.
- Block-Transfer activities, de-mob & NOC coordinating with operators & DGH.
- MIS reports viz., Imports Open Orders report, Customs DSR, Re-export, Transfer, DGH Master Report, DGH Query Log, Re-export Bond Liability, Duty Saved etc.
- Maintaining various Logs like Insurance claim, Octroi 'N' Form, KPI etc.
- Collation of yearly data for submission of End Use Report to DGH.
- Verifying of various vendor invoice for timely payments, Make service entry sheet in SAP for approval, follow invoice process and maintain the cycle time for approval.
- EXIM Document Controlling (Record Keeping & Management)

(From April 2007 to December 2012) Worked at M/s. ARYA Offshore Services Pvt. Ltd., Mumbai Branch as Executive (Department: Documentation Cell)

Job Profile & Responsibilities:

- Make error free EC applications (Essentiality Certificate for Custom Duty Exemption on Imports) and follow up until released, check the vital information like usage Field, list of goods and Technical write up etc. thoroughly.
- Coordinating with ARYA Delhi Office for timely release of EC from DGH (for critical shipments).
- The custom clearance job is timely opened and documents given to concern for customs clearance within KPI timelines.
- Co-ordination with the CHA for customs clearance of import shipments and giving timely updates to the sector managers.
- Proper tracking of original import document files.
- For re-export jobs, tracking and arranging for the old EC files and preparation of Re-Export Invoice & related documents for re-export of materials.
- The export job is timely opened and documents given to concerned CHA / FF for filling of Shipping Bill, Pick up of material and booking of space with Air / Shipping lines till the materials is re-exported.
- Preparing MoD (Ministry of Defence) applications, MoHA (Ministry of Home Affairs) Advance Information Sheets, NSC (Naval Security Certificate) and SPL (Special Period License) applications etc. for subcontractors & coordinating with liaising representatives for timely submissions & release of applications from various departments.
- Update of records and close out of all above jobs with KPI details.

(From November 2006 to March 2007) Worked with M/s. MSEB, Labour Camp, Matunga as a Computer Operator in HR Department for Data Handling, Keeping Performance Sheets of all employees, Record Maintaining etc.

(From March 2006 to September 2006) Worked with University of Mumbai, Kalina Campus, Vidyanagari, Santacruz (East), Mumbai -98 as Junior Executive for re-valuation, Record Maintaining, Central Assessment Project (CAP) etc.


PERSONAL INFORMATION

Date of Birth:	2 nd May 1982.
Marital Status:	Married.
Mother Tongue:	Marathi.
Language Known:	Marathi, Hindi, English.
Hobbies:	Music, Movies, Cricket, Chess, Computer.
Passport:	Yes, valid till 7 th April 2025.

Statement of Marks

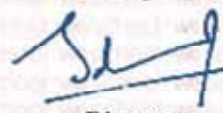
ADVANCED DIPLOMA IN BUSINESS ADMINISTRATION

Recognised by DEC, Govt. of India

Name	: Nighujkar Ganesh Chandrakant	
AdmissionNo	: DPGD/OC12/0243	
Batch	: October 2012(PG)	
Semester	: Semester I & II	
Exam Year	: Sep-2013	

S.No	Subject Name	Mid-Term	Semester	Total	Result
1	Principles of Management (New)	12	46	58	Pass
2	Financial Accounting	14	61	75	Pass
3	Business Communication (New)	16	61	77	Pass
4	Marketing Management	12	38	50	Pass
5	Managerial Economics	12	38	50	Pass
6	I.T. For Management	13	58	71	Pass
7	Strategic Management	16	46	62	Pass
8	Human Resource Management (New)	16	35	51	Pass
9	Financial Management I	18	42	60	Pass
10	Cost Accounting	17	33	50	Pass
11	Organizational Behavior	18	42	60	Pass
12	Business Etiquette & Presentations Skills	16	46	62	Pass
13	Value Added Activities		0	9	

Grade : First Class	Total Marks : 735
	Percentage : 61

<p style="text-align: center;">Grade Details</p> <p>Above 75 : Distinction Above 60 and Below 75 : First Class Above 50 and Below 60 : Second Class Below 50 : Fail</p> <p>Ab - Absent W - Waiver</p>	<p>For. Prin. L.N. Welingkar Institute of Management Development & Research</p>  Director
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Advanced Diploma
in
Business Administration
(ADBA)
Recognized by DEC, Govt. of India

Awarded to



Nighujkar Ganesh Chandrakant

*For having Successfully completed one-year Advanced Diploma
in Business Administration during the academic year 2013 with
First Class.*


Dated the Thirtieth day of the Month September in the Year 2013



Prof. Dr. Uday Salunkhe
Group Director


Statement of Marks

**Post Graduate Diploma in Supply Chain Management
 Recognised by DEC, Govt. of India**

Name	Nighujkar Ganesh Chandrakant	
AdmissionNo :	DPGD/OC12/0243	
Batch :	October 2012	
Semester :	Semester III & IV	
Exam Year :	September-2014	

S.No	Subject Name	Mid-Term	Semester	Total Mark	Result
1	Purchasing & Materials Management	14	36	50	Pass
2	Inventory Management	14	45	59	Pass
3	Total Quality Management	18	37	55	Pass
4	World Class Manufacturing	14	45	59	Pass
5	Six Sigma	20	40	60	Pass
6	Stores Management	14	43	57	Pass
7	Logistics And Distribution Management	10	40	50	Pass
8	Global Supply Chain Mgt. And Outsourced Mfg	18	43	61	Pass
9	ERP & Web Based Supply Chain Mgt	20	62	82	Pass
10	Legal aspects in Supply Chain Management	19	51	70	Pass
11	Project -Supply Chain Management	---	149	149	Pass

Grade : First Class	Total Marks 752 Percentage 63
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<p style="text-align: center;">Grade Details</p> Above 75 : Distinction Above 60 and Below 75 : First Class Above 50 and Below 60 : Second Class Below 50 : Fail <hr/> Ab - Absent W - Waiver	For. Prin. L.N. Welingkar Institute of Management Development & Research  Director
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Prin. L. N. Welingkar Institute of Management Development & Research
Matunga, Mumbai - 400 019

Post - Graduate Diploma
in
Supply Chain Management
(Distance Learning)

(PGDSCM-DLP)

Recognised by DEC, Govt. of India

Awarded to



NIGHUJKAR GANESH CHANDRAKANT

*For having successfully completed the Two-Year Post-Graduate Diploma in
Supply Chain Management during the academic year 2014 with First Class*

Dated the Thirtieth day of the month September in the year 2014



Prof. Dr. Uday Salunkhe
Group Director


 S. H. MANDAL'S
 1st "A" Grade ISO 9001-2000 Management Institute
WELINGKAR
 Institute of management development & research

L. N. ROAD, MATUNGA, MUMBAI 400 019.

Statement of Marks
 (Distance Learning)

Certificate showing the number of marks obtained by

NIGHUJKAR GANESH CHANDRAKANT

In each head of passing under Semester **FINAL** Examination at the

DIPLOMA IN **EXPORT IMPORT MANAGEMENT**

ROLL NO.	EXAM OF	HEADS OF PASSING					
DL/A08/DEI/0015	December 2008	1. International Marketing 2. Banking Transactions 3. Export Procedures & Documents 4. Imp. Procedures Document & Customs 5. EXIM Policy (Foreign Trade Policy)					
SEMESTER	BATCH						
FINAL	August 2008						
SUBJECT	1	2	3	4	5	TOTAL	
MAXIMUM MARKS	100	100	100	100	100	500	
MINIMUM MARKS FOR PASSING	50	50	50	50	50	-----	
MARKS OBTAINED	70	50	76	56	50	302	

AB : Absent

DATE : 02/02/2009




 Associate Dean



Provisional Diploma Certificate

THIS IS TO CERTIFY THAT

Nighujkar Ganesh Chandrakant

has passed the Six Months Diploma

in Export Import Management

by Distance Learning conducted

by us in December 2008 and has

secured (A) grade.

Roll No. DL/A08/DEI/0015.



M K Suple

Date : 02-02-2009

Associate Dean



Prin. L. N. Welingkar Institute of Management Development & Research
Matunga, Mumbai - 400 019.

Diploma
in
Export Import Management
(Distance Learning)

This Diploma is awarded to

Sfiri / Smt Nighujkar Ganesh Chandrakant

for having successfully completed the diploma course

in Export Import Management during the

year 2008 with (A) grade.

Dated the Third day

of the month of April in the year 2010.

GROUP DIRECTOR
Prin. L. N. Welingkar Institute of Management
Development & Research



CHAIRMAN
Managing Council
Shikshana Prasarak Mandali, Pune



CERTIFICATE OF PARTICIPATION

Awarded to

GANESH NIGHUJKAR

For successful participation in "SIX SIGMA – INTRODUCTION & AWARENESS"
Conducted at Welingkar Institute of Management, Mumbai on 30th November'2013

Prof. Dr. Uday Salunkhe
Group Director - WeSchool

Mr. Jayprakash C. Sharma
Senior Consultant – Trainathon

Ms. Poonam Bhatia
Co – Founder – Trainathon



University of Mumbai

CCF:017:0148

CERTIFICATE SHOWING THE NUMBER OF MARKS OBTAINED IN EACH HEAD OF PASSING BY

NIGHUJKAR GANESH CHANDRAKANT VIJAYA

AT THE THIRD YEAR B. Com. (THREE YEAR INTEGRATED DEGREE) EXAMINATION HELD IN **MARCH 2003**

HEADS OF PASSING

SPECIAL GROUP : 3: FINANCIAL ACCOUNTING & AUDITING (REV)
APPLIED COMP. GROUP : PAPER VI : 10: COMPUTER SYSTEMS & APPLICATIONS (REV)
: PAPER VII: 15: DIRECT & INDIRECT TAXES (REV)

SEAT NO.	COMPULSORY PAPERS		SPECIAL GROUP			APPLIED COMPONENT / VOCATIONAL GROUP			REMARKS
	MANAGEMENT & HUMAN RESOURCE DEVELOPMENT	BUSINESS ECONOMICS	1	2	3	PAPER VI TH.	PAPER VII PRAG.	PAPER VIII	
30301	100	100	100	100	100	XXX 80	XXX 20	100	700
MAXIMUM MARKS									
MINIMUM MARKS FOR PASSING	35	35	35	35	35	XX X 28	XX X 7	35	---
MARKS OBTAINED	38	53	40	37	75	62	20	71	396
									SECOND CLASS

RESULT DECLARED ON : **MAY 16, 2003**

Offg. CONTROLLER OF EXAMINATIONS

RECEIVED Rs. 25/-

- 0.229, @ - 5042/0.5043, * - 0.5045, F - HEAD OF FAILURE, + - MARKS CARRIED, E - EXEMPTION IN THE HEAD, - - NOT APPLICABLE, A - ABSENT, / - FEMALE

2003-0013890

University of Mumbai

CCF: 017: 0136
NO: 30301



2003- 007833

I Certify that

NIGHUJKAR GANESH CHANDRAKANT VIJAYA

PASSED THE B.COM. DEGREE (REVISED)

(Three Year Integrated Course) Examination held by the

University of Mumbai in the month of MARCH 2003

AND WAS PLACED IN THE SECOND CLASS.

MAY 16, 2003

A handwritten signature in black ink, appearing to read 'S. Jayawantski'.

RECEIVED Rs. 10/-

Offg. **CONTROLLER OF EXAMINATIONS**