# CHAHAT BINDRA

## T R A D E E X E C U T I V E

P R O F I L E

P R O F E S S I O N A L S K I L L S

Team Management Logistics Operations Order Execution Problem Solving Skills Quick Follow through Communication Skills

P E R S O N A L S K I L L S

### Reliable and Flexible Adaptable

Team player

### Time management Optimistic Disciplined

Calm under Pressure Motivated

### Willing to learn new things

C O N T A C T

### +91- 9023111434

[chahatbindra6@gmail.com](mailto:chahatbindra6@gmail.com)

T E C H N I C A L S K I L L S

### Diploma in Computers

Basic Knowledge of MS Software - Navigen

MS Word & Excel MS Power Point

### An enthusiastic experienced with highly motivated and leadership skills ,

always willing to participate in different tasks related to the allotted field . A

### professional with 3+ years’ experience as a Trade Executive in an Import-Export Firms. Seeking for a job to pursue a highly rewarding career and healthy work environment and job stability where I can utilize my skills and knowledge

efficiently for the organizational growth.

E X P E R I E N C E

DOCUMENTATION EXECUTIVE

Supple Tek Industries Pvt. Ltd. | Sept 2019 - July 2020

Supple Tek Industries Pvt. Ltd. Is a leading Basmati Rice Exporter & Manufacturer positioned in the heart of Punjab, a state that is famously known as Rice Bowl of Indian Basmati.

It also deals in Raw & White/Refined Sugar.

It also imports Tea from Sri Lanka and then Re-Export the same to different countries. Prepare export documentation such as pre-shipment & post-shipment documents including Certificate of Origin, Health Certificate Invoice, Packing List, Container Stuffing details, Certificate of Analysis, Certificate of Phenolic, Packaging Declaration, Quality Report, Rice

Specification Report and other miscellaneous documents as required in regards to the particular shipment which can vary according to the Country (port of discharge).

Give draft approvals filed by CHA such as Phyto Sanitary Certificate, NON-GMO Certificate & Fumigation Certificate.

Follow up with the shipping lines for Original Bill of Lading & Telex release Message against the same.

Take confirmation from the Buyer regarding the DO release (delivery of consignment). Make LC documents and submit the same in Bank on time.

Track the payment with the accounts team for particular Invoice.

Dispatch the Original set of Shipping Documents to the respective buyer’s address. Track the courier & update the status to the buyer via E-mail.

Prepare the excel sheet on daily basis which records complete details of documentation process.

LOGISTICS & BANKING OPERATION EXECUTIVE

Star Polymers Inc. | Jan 2018 - Aug 2019

Star Polymers Inc. is a trading company dealing in Import & Export of All Polymers. Execute Domestic orders against LC payment terms, to follow up with the Buyer’s for providing the Letter of Credit against our issued Performa Invoice, to take up the matter with LCBD issuing Bank for transmitting copy of LC, to look after all the required things from the time of dispatching the material to till its delivery, to make sure for the completion of all prescribed documents, to follow up with the Buyer till the receiving of final payment. Make documents related to the Import shipment viz. Letter of Credit. TT/Advance payment documents, Buyer’s Credit – SBLC, submitting Bill of entries (BOE) and the final payment documentation.

Ensure to obtain transport Bills from Accounts department, to verify the Bills for which we supposed to do the payment, to ensure that all payments to be made to Transport Companies timely via NEFT/RTGS/BT as the case may be.

Monitor and keep records of all personal and company’s Mutual Fund schemes in an excel sheet which is ensure to be updated periodically.

Monitor of all Fixed Deposit Receipt with Banks and to ensure for each maturity date respective Bank is to be informed for disposal of the fixed deposit receipts one day prior to avoid any auto roll-over of the same.

File all documents concerning Domestic L/C, Import and Mutual Funds.

# CHAHAT BINDRA

## T R A D E E X E C U T I V E

A C H I E V E M E N T S

Trophy for Best Student in BBA

7th Position in GNDU in 1st Semester of BBA

ASSISTANT EXECUTIVE

Food Asia Group | Jan 2018 – Dec 2018

Food Asia Group works as a commission based Broker between Buyer and Seller. It deals in Export of Rice/Pulses.

I had given my services for complete one year as an Assistant to the Execution Department of Shipment Handling.

P A R T I C I P A T I O N S

### Seminar on Career Guidance & Counseling conducted by PSEB Ball – Badminton Championship in year 2007-2008

Inter College Quiz Competition conducted by Terra Education

E D U C A T I O N

MASTERS OF BUSINESS ADMINISTRATION

### Lovely Professional University | 2019 - Pursuing

BACHELOR OF BUSINESS ADMINISTRATION

### SaroopRani Government College for Women | 2013 – 2016 | 74 %

SENIOR SECONDARY

### Government Senior Secondary School | 2012 – 2013 | 86 %

MATRICULATION

### Aatam Public School | 2010- 2011 | 83 %