

CHAHAT BINDRA

TRADE EXECUTIVE

PROFESSIONAL SKILLS

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

PERSONAL SKILLS

Reliable and Flexible
Adaptable
Team player
Time management
Optimistic
Disciplined
Calm under Pressure
Motivated
Willing to learn new things

CONTACT

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TECHNICAL SKILLS

Diploma in Computers
Basic Knowledge of MS
Software - Navigen
MS Word & Excel
MS Power Point

PROFILE

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.

EXPERIENCE

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.

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TRADE EXECUTIVE

ACHIEVEMENTS

Trophy for Best Student in BBA
7th Position in GNDU in 1st Semester of BBA

PARTICIPATIONS

Seminar on Career Guidance & Counseling conducted by PSEB Ball – Badminton Championship in year 2007-2008
Inter College Quiz Competition conducted by Terra Education

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.

EDUCATION

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 %