

RESUME

Jasbir Singh Matharu

Correspondence / Permanent Address :

H. No. 193-B,
New Guru Amar Dass Nagar,
Bye Pass – Jalandhar -144008
Ctc : +91-9815538426
E mail : mktg1980@gmail.com



Motiv : To accept the challenges & concur them with efficiency.

Assignment 1

M/s. Mayor & Company, Jalandhar (Sports Goods, Leather Shoes)
(From Apr. 2016 to till date)

Job Responsibilities: (Head, Import-Exports)

- Export-Import document Checking & Finalization.
- Looking after all the ISO, SEDEX etc audits.
- Looking the entire admin task related to the Commercial Department.
- All type of Correspondence with Foreign buyer & Domestic buyer.
- Follow up with other Internal Departments for order status & shipments.
- Order Status updating & follow-ups.
- All types of Correspondence with Bank.
- Looking after the Import shipments.
- FPS, SHIS, etc
- SGPEC & SGFI Dealing.
- Import shipments, Advance Licence, EPCG Licence & Import License etc.
- Co-ordination with staff members.
- Manage the Tasks
- All types of Domestic sales follow up & reports.

Departmental Skill :

1. Fully dealing with Export Inspection Agency & Northern Chamber.
2. Correspondence and return updating for EEPC India.
3. Correspondence and return updating for ECGC India.
4. Dealing with SGEPC & SGFI.
5. Rubber Board returns for Latex.
6. Dealing with bank for all type of correspondence.
7. FPS License from application to sale the license.

Assignment 2

M/s. Wintex Exports, Jalandhar (Sports Goods)
(From Apr. 2008 to Feb. 2016)

Job Responsibilities: (Working as Export Manager)

- Export Documents Checking & Finalization.
- All type of Correspondence with Foreign buyer
- Follow up with other Internal Departments for order status & shipments.
- Order Status updating & follow-ups.
- All types of Correspondence with Bank.
- Looking after the Import shipments.
- FPS, SHIS, etc
- SGPEC & SGFI Dealing.
- Import shipments, Advance Licence, EPCG Licence & Import License etc.
- Co-ordination with staff members.
- Manage the Tasks

Departmental Skill :

8. Fully dealing with Export Inspection Agency & Northern Chamber.
9. Correspondence and return updating for EEPC India.
10. Correspondence and return updating for ECGC India.
11. Dealing with SGEPC & SGFI.
12. Rubber Board returns for Latex.
13. Dealing with bank for all type of correspondence.
14. FPS License from application to sale the license.

Draw Back :

1. Follow ups the draw backs and all correspondence related to draw back rates, HR Codes, DBK Serial Number, DBK Percentage and category etc.

Extra Activities :

1. KOLN Fair documentation (Announcement, Invitation, Thanks)
2. ISO inspection preparations
3. Also having good knowledge of Purchase, Store and Loading al well.
4. Operating SAP with good speed

5. Online Marketing (Sending Introductions, Correspondence, Quotes etc)

Extra Activities

- Preparation of Purchase Orders, Debit/Credit Notes.
- Web search / Internet / E-mails Letter dispatching and Maintain the letter dispatch register also.
- Supplementary Draw back and liason Work etc.

Educational Qualifications :

- PDGBM from LPU
- BBA – From Lovely Professional University.
- 10+2 – PSEB – (D.A.V. College, Jalandhar)
- Matric – PSEB – (United Christian School, Jalandhar)

Personal Details :

Name	:	Jasbir Singh
Father's Name	:	S. Pritam Singh
Date of Birth	:	26 th Dec. 1980
Languages Known	:	English, Punjabi, Hindi
Extra Activates	:	Games, Music, Bhangra,
Marital Status	:	Married
Children	:	Two
References	:	
Salary Expectation	:	Negotiable as per Responsibility

Open for any location.

Submitted for favour of your kind consideration and oblige.

Place : Jalandhar

Dated : (JASBIR SINGH)