

Prince Kumar (Export Executive)

Address: Surjeet Colony, 33 feet Road, Ludhiana

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SUMMARY: Organized Export Coordinator with 15+ years of experience in international trade. Experienced in negotiating contracts, customer service, and data entry. Strong organizational and communication skills. Detail-oriented Export Coordinator with 3+ years of experience in developing and implementing export strategies.

SKILLS: Export Distribution Data Analysis Pre & Post shipment	Customer Relationship Management International Sales CHAMBER/GSP certificates	Account management Product Education Bank Reconciliation
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PROFESSIONAL EXPOSURE

Company Name: Rajeev Metal Industries, Ludhiana April 2007 to Feb 2012
Position: Export Documentation & Assistant

Company Name: Jagdambay Exports, Ludhiana March 2012 to Aug 2016
Position: Export Documentation Executive

Company Name: Vakratund Impex Pvt Ltd, Ludhiana Sept. 2016 to Till dated
Position: Export Documentation Executive

Role & Responsibilities

- ❖ Generating commercial invoice /packing list as per PO/PI/LC
- ❖ Preparation of approval documents and providing them to concerned marketing person.
- ❖ Submission packing list to forwarder for booking through mail.
- ❖ Co-Ordinate with CHA (Custom House Agent) for checklist/shipping bill
- ❖ Documents submitting to CHA
- ❖ Submission shipping instruction to forwarder.
- ❖ Coordinating with Forwarder for Liner Draft and Final BL as per Customer Requirement.
- ❖ Preparing Final document as per customer requirement or as per LC/PO
- ❖ Preparing certificate of origin from chamber of commerce
- ❖ Making Insurance certificate
- ❖ Coordinating with External govt. agencies for CHAMBER/GSP certificates
- ❖ Submission of post shipment document to finance department
- ❖ Dispatching final documents to customer by courier in case of advance payment.
- ❖ Submission of export proof to Taxation department
- ❖ Arranging required documents for insurance certificate
- ❖ Keeping electronic record of post shipment documents regarding shipment for future reference.
- ❖ Handling of bank's limit PC and PCFC
- ❖ Communicating with the Freight Forwarder and arranging Container Release Order for the shipments of goods. Also negotiating freight for the shipment.
- ❖ Communicating with the Factory Supervisor about the availability and packaging of the goods to be shipped.
- ❖ Communicating with the Transporter about the shipment; from picking Empty containers from the yard to the loading of empty containers from the factory, all the way to the final destination of the loaded containers at the port until it's completely Gated-In on the port.

- ❖ Communicating with the Clearing Agent for the clearing of goods at the port and filling of Goods Declaration on Weboc.
- ❖ Documentation: Preparing documents for shipment from Invoice, Packing List, Form-E to Certificate of Conformity. Also preparing Certificate of Origin from Chamber of Commerce and getting it attested. Providing Bill of Lading Format to the freight forwarder. Finally, arranging all the documents together and sending it to the consignee via DHL etc.
- ❖ Verifying Documents: Verifying all the documents and drafts of Bill of Lading, Certificate of Conformity and Goods Declaration.
- ❖ Bank Documents: Providing documents to Bank including Annexure A, Annexure D and Loan Documents for State Bank. Also collecting documents from bank including Credit advise, PRCs, etc. Endorsing documents and Bill of Lading from Bank was also my responsibility.

Education Qualification:

Graduate from Punjab University Chandigarh

System Expertise: Tally ERP in Financial, Excellent command over MS Word, Excel, Accounting Packages, Internet etc., E-mailing & Outlook Express

Strengths

- ❖ Never give up, Honest & hard working
- ❖ Always ready for new Assignments & learning.
- ❖ Good Grasping Skills. Good Mobility and Adaptability

Declaration: I hereby declare that all the information given above is true and correct to the best of my knowledge. All the information shared in the resume is correct, and I take full responsibility for its correctness. I solemnly declare that the information in this resume is true to the best of my knowledge and belief.

Current Salary:

Notice Period: One week

Date:

Signature