



CONTACT

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Andheri Mumbai

PERSONAL DETAIL

Date of Birth : 16/09/1996

SKILL

- Material Procurement from Local Vendors
- Problem-Solving Skills
- Experience in finding buyers in TheDollerBusiness Software
- Experience in Export Documentation
- Strong Relation Development Skills Good
- Leadership Skills

INTERESTS

- Understanding and Following Import-Export Policies
- Scrutinizing Documentation for All Import-Export Activities
- Making Profile as an Exim Profile
- Building and Maintaining Relationships with Clients and Partners

LANGUAGES

- English
- Hindi
- Gujarati
- Marathi

EDUCATION

2023	Nletcc Export-Import course
2018	Mithibai college 12th science 63%
2016	Sardar Patel school 10th 83%
2008	M.M.M High school 7th

OBJECTIVE

To secure a position in an Import-Export office as an Export executive, utilizing my strong writing and communicative skills, and ability to work with different kinds of people to contribute to the success of the company.

EXPERIENCE

02/10/2023 - 02/05/2024	Om tubes & fitting industries Export Executive 4 months of experience and currently working, making invoice packing list for client and customs, coordinating with sales team for agent nomination for Shipment, follow up with procurement team for material, preparing necessary documents and booking for Air-shipments.
02/05/2023 - 15/09/2023	Biomedichealthcare Export Executive 4-month experience in document preparation, export processes, and coordinating production planning with manufacturers
01/04/2021 - 30/04/2023	Bhumika fashion management in production and sales in local market
01/06/2019 - 31/03/2021	D.manish impex Accountant and Assorter, BKC Diamond Market

Performed Export Responsibilities and Tasks

1. Making proforma invoice for customer
2. Making purchase order for supplier
3. Coordinated material dispatch with suppliers and conducted production planning in alignment with buyer's requirements
4. Arranging transporter from factory to carting station
5. Calculate freight and product costing
6. Preparing insurance for the material
7. Estimate approx CBM and inform to forward about shipment
8. Preparing invoice and packing list for shipping bill checklist
9. Preparing CHA documents and get checked by RA team
10. Making E-invoice within Billing software
11. Check and give approval of shipping bill checklist to CHA for filling shipping bill with required documents
12. Tracking material carting and container stuffing
13. After getting shipping bill measurements certificate and stuffing confirmation
14. Give invoice and packing list to forwarder for providing draft BL
15. Check draft BL and give confirmation for final BL
16. Check proforma invoice from forwarder and give approval for tax invoice
17. After receiving express BL, mail pre shipment documents to customer
18. Tracking vessel location
19. Check EGM details online
20. Following up for arrival notice (arrival at destination)
21. Submit bank lodgement documents for each shipment and international payment documentation
22. Prepare FIRC letter after receiving remittance
23. Check E-BRC online
24. Coordinating merchant trading activities and handled related documentation
25. Prepared international payment documents for merchant trade transactions

Having Theoretical knowledge of ICE Shipments