
Profile Summary

- Oversee all aspects of import and export operation including customs compliance, freight forwarding and documentation management.
- Maintain relationship with key stakeholders including suppliers, customers, and government agencies.
- Managed the budgeting and operational costs of the third party delivered services.
- Adept at developing export strategies and successfully managing shipment and ensuring compliance with trade regulations.
- Working with other departments to incorporate logistics, vendor management along with Export & Import procedure within company take place efficiently.

Areas of Expertise

Key Skills:

- Vendor Management.
- Logistics and Supply chain management
- Transportation management (Road, Rail and Sea).
- Export & Import Documentation.
- Data Analysis and reporting.
- Finance & Banking, Credit / Collection Management.

Academia

- Post Graduation in Supply Chain Management with 67% from Welingkar Institute of Management Development and Research in 2016.
- Bachelor of Commerce with 64% from Mumbai University, in 2004.
- H.S.C. with 69% from Maharashtra University, in 2001.
- S.S.C. with 49 % from Maharashtra University, in 1999.

Organizational Details

Company : M/s. Vittera India Private Limited

Job designation : Senior Trade Executive

Tenure : Since March' 2013 - till date

Job Profile : Vendor Execution, Logistics Operation, Credit / Collection Management & Export/Import Documentation

Commodities: Wheat, Sorghum, Maize, Rice, Millets, Barley & Sugar.

❖ Export / Import Documentation

- Prepare and review shipping documents against export and import.
- Submission of post shipment documents in the bank towards negotiation and ensure for timely payment.
- Follow up for collections with clients.
- Co-ordination with foreign suppliers' / buyers' for smooth execution of trade.
- Maintained all records required by import and export regulations.
- Lodgment of export documents with bank and follow up for E-BRC on document presentation.
- Co-ordination with CHA for receipt of drawback and RODTEP against export shipment.
- Shipment planning for Exports/Imports and updating on regular intervals.
- Coordination closely Surveyor, Freight Forwarder, Vessel Agents and Clearing House Agents (CHA) for proper documentation in completion of necessary formalities towards exports/imports.

- Monitor shipment schedules and proactively address delays or disruptions to minimize impact on operations.
- Scrutiny of Letter of Credit and preparing documents in line with LC terms and ensure submission to bank to avoid discrepancies and getting the payments released.

❖ **Vendor Management / Execution / Logistics**

- Assist in the development of logistics plans and strategies to improve efficiency and reduce costs.
- Worked closely with transportation providers to ensure compliance with regulations and company policies.
- Review and adjusted credit lines on regular basis, for issuing delivery order against sales.
- Documenting risk management data (Coface Credit Limit) as per customer request raised by tradeteam.
- Collate, analyze and identify areas for process/performance improvement in the execution activities.
- Domestic Purchase & Sales contract execution and management with vendors and buyers.
- Calculation and creation for release of Purchase and Sales order in system.
- Coordination and planning of daily logistics operation supervision of stock receiving and issuing outprocess and inventory count process from warehouse.
- Managed all functions of the warehouse and logistics processes (receiving, shipping, deliveries) data collection and analysis for key performance indicators/measurable objectives.

❖ **Other Responsibilities**

- Liaison with government authorities for renewal and issuance of documents (IEC / Star Export House / APEDA / The Federation of Indian Export Organizations).
- Analyzing, troubleshooting and evaluating technical issues in building ERP software (Business Center).

Company : Ogilvy & Mather India Private Limited

Job designation : Commercial Executive

Tenure : 03rd April, 2007 – 15th March, 2013

Job Profile: Vendor Settlement & Operations.

- Vendor settlement & negotiation for volume discount.
- Co-ordination with vendor for KYC documents for empanelment in system.
- Costing and issuing Purchase orders.
- Verifications of vendor bills for cost booking & releasing payment.
- Maintaining documents related to SOX audit.
- Handling day to day operations & supporting team members whenever required.

Company : Accenture Services India Private Limited

Job designation : Commercial Executive

Tenure : 24th May, 2004 – 02nd April, 2007

Job Profile: Purchase & Operations

- Vendor reconciliation & settlement.
- Prepare Purchase order with commercial Terms and Conditions in SAP after getting approval from Head office.
- Record keeping of purchase order duly acknowledge by vendor.
- Follow up Vendor/Suppliers for timely material Delivery and Vendor Development.
- SAP entries for receipts of goods on daily basis.
- Submission to accounts of all related KYC documents for code creation in system.
- Scrutiny of vendor bills along before submission to the accounts department for releasing payments.

IT Skills

ERP: MS-Navision, SAP & WINFA