

CURRICULUM VITAE

Prashant Agar(Maheshwari)

Sr. Export Executive(Export&Logistic&Intl Mktg)

Contact No. : 09510766044, 09827248586

Mailing Address : E-303,Sahaj Sapience,Rajyash City, South Vasna, Ahmedabad

E-Mail Address : Prashant.agal61@gmail.com

CAREER OBJECTIVE:-

To excel in the field of international logistics & export documentation & Dgft & international marketing and strive for the growth of the Organization. Aspiring a challenging and growth oriented career in an esteemed organization where I can prove to the best of my ability in achieving the objective of the organization.

PROFESSIONAL EXPERIENCE:-

PRESENT EMPLOYMENT: -

Company : Pavit Ceramics Pvt. Ltd – Ahmedabad

Job Title : Sr.Export Executive (From Oct. 2016 to till date)

JOB RESPONSIBILITIES:-

- » International logistics, International Marketing
- » Export – Import documentation LCL& FCL by Air/Sea/Land ,bank document & Lc documentation
- » Arrange Transporter for export and import consignment as well as Domestic.
- » Co-ordination with overseas buyer for new order and take feedback for existing order.
- » Export -Import Regulation and updation as per country wise
- » Export Trading shipment and their excise and custom formalities i.e. Excise Noc , B-1 bond, General Bond, Factory Stuffing Permission
- » Export payment tracking and follow up from overseas customer for payment
- » Co- Ordination with bank for advance payment, Disposal Instruction, LC, Bank documents & BRC releasing follow up from advising bank.
- » Maintain proper data sheet of export shipment and file return of various agencies i.e. ECGC, Capexil etc
- » Handling export operation , express BL , surrender BL & Swich BL & Split BL
- » Follow up from Custom house agent & forwarder & Transporter & Internal Dept.
- » Handaling Marine Insuracne & ECGC application & Claim procedure
- » Dealing with various inspection Agency i.e Export Inspeccion Agency ,SGS,Interteck
- » Co-ordination from Mkt dept. & Excise & Finance & Back office
- » Container planning, & stuffing schedule as per various location i.e. Icd Ahmedabad, Mundra Port , Hazira port , Nhava Sheva Port , Icd Ankleshwer , Pipavav etc.
- » Application of advance license, MEIS, & procedure & EPCG license
- » Renew self sealing , star export house , RCMC
- » Solve dgft & custom query and submitting required documents
- » Container tracking and container movements
- » Execution of trading export shipment from manufacturer and follow up and dispatch instruction
- » Document submission to excise dept (proof of exports) ,Third party proof of exports ie H,form
- » ERP

PREVIOUS EMPLOYMENT: -

Company : Umasree Texplast Pvt. Ltd – Ahmedabad

Job Title : Sr.Export Executive (From Feb. 2015 to Sep.2016 date)

JOB RESPONSIBILITIES:-

- » International logistics
- » Export documentation ,bank document & Lc documentation
- » Handling export operation , express BL , surrender BL & Switch BL & Split BL
- » Follow up from Custom house agent & forwarder
- » Follow up from transporter & internal dept.
- » Co-ordination from Mkt dept. & Excise & Account
- » Container planning, & stuffing schedule
- » Application of advance license, MEIS,IEIS, DFIA,EPCG & procedure
- » Renew self sealing , star export house , RCMC
- » Solve dgft & custom query and submitting required documents
- » Container tracking and container movements planing as per booking vassel
- » Document submission to excise dept (proof of exports)
- » Document preparation in sky export software(making also maping of export sky software) ,ERP

PREVIOUS ORGANISATION

Company : Macro Polymers Pvt. Ltd. – Ahmedabad

Job Title : Export & Logistics Executive (From May 2014 to Jan 2015)

JOB RESPONSIBILITIES:-

- » Pre- post Shipment Documentation
- » Correspondence with local and overseas buyer
- » Handling domestic dispatch
- » Container operation & follow up
- » Advance license & procedure & export obligation
- » Follow up domestic client C'form , H, form
- » Preparing form 402 & 403 for domestic
- » Preparing proforma invoice & sales contract
- » Handling MIS
- » Handling overseas warehouse inventory control & Record
- » ERP

PREVIOUS ORGANISATION:-

Company : Amul Dehydration (unit of jalaram group) – Mahuva

Job Title : Export& Intl Mktg. Executive (From Sep. 2013 to April 2014)

JOB RESPONSIBILITIES:-

- » Pre &Post Shipment Documentation.
- » Generate new enquires and send quotation to overseas & domestic buyer.
- » Product promotion & digital export marketing.
- » Explore new overseas & domestic client , business development.
- » Handling new & existing client for product & samples requirement .
- » Local dispatch and their documentation

COMPUTER SKILLS:-

- » MS-Office,(Word, Excel, Power-Point),
- » Operating System: WINDOWS XP/VISTA/WIN7/WIN8.
- » SKY (export software)
- » Visual Impex
- » Tally
- » ERP

HONOR & AWARD

- » I got the certificate of appreciation for the Increase highest export dispatch and increase sales turnover in month of November 2017

STRENGTHS:-

- Excellent inter personal skills & Flexibility to take any type of responsibilities.
- Ability to manage multiple projects and priorities.
- Ability to work effectively in a team environment while meeting deadlines for assigned projects.
- Hard working, Self-motivation & good communication skills

EDUCATIONAL QUALIFICATION:-

Degree	College /University	Board/University	Year of enrollment	Percentage	Year of Passing
M.B.A	SSI indore	Sikkim Manipal	2012	55%	2014
B.COM	P.g.college Neemuch	Vikram University	2007	45%	2010
12 TH	H.S.S.ratangarh	M.P.Board	2005	60%	2007

PERSONAL INFORMATION:-

Name : Prashant Agar
Father's Name : Ashok Kumar Agar
Date of Birth : 02-04-1989 (Real DOB-04/07/1989)
Marital Status : Married
Nationality : Indian
Religion : Hindu
Languages Known : English & Hindi & Gujarati (basic)
Hobbies : Playing Cricket, Chess, Table Tennis .
Strengths : Honesty, Punctuality, Hard and Smart Working, Willingness to learn
Present Address : E-303,Sahaj Sapience,Rajyash City, South Vasna, Ahmedabad

Declaration:

I modestly confirm that I possess all the requirements to successfully perform all the duties and responsibilities, which you will bestow upon me. All I seek is an opportunity to prove my mettle, which I hope you will provide me. I hereby state and declare that the particulars given herein above are the true to the best of my knowledge.

Place: Ahmadabad

Yours faithfully

Date:

Prashant Agar