

Urvil Panchal.

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OBJECTIVES

As an Professional in an organization , I want to extend my competencies in the area of Import and Export. I look forward for a career where I can utilize my skill and develop myself in this area. I am seeking for an opportunity where I can improve quality of work.

EDUCATION

1. Master In Commerce Part – 1

External 2011

From : Gujarat University Marks : 46.25%

2. Bachelor In Commerce. Year Mar / April

From : Gujarat University 2006

Marks: 40.22%

Year Mar / April

3. 10+2

Gujarat, India.

(G.H.S.E.B.) Year Mar / April

2003

Marks: 51.50%

PROFESSIONAL EXPERIENCE

1 <u>Company Name</u> : GD SHIPPING & LOGISTICS SERVICE.

<u>Designation</u>: Ass't Manger (EXPORT - IMPORT Operation)

Experience : (Sep - 2023)

Key Responsibility

- Handling Export Import documentation. (Invoice Packing list, No war certificate, SIMES Certificate, OPCIS Certificate, FORM 6 & 9, Bill of Landing, BE Copy, insurance policy, GCCI, AI FORM and etc.)
- > Co-ordination and Deciding freight forwarder , Nominated Forwarding Agent , Shipping line , and Transporter , Custom staff.
- > Hendling FCL , LCL , AIR , And Bulk shipment.
- Co-ordinate with customer and sub agent for shipment related.
- > Manage to prepare and maintain stuffing plan base on data provided by the marketing team and Shipper on daily basis for export.
- > Strong knowledge of Incoterms and international payment methods.
- > Daily report and update to client and Timely submit original documents to Client.
- Maintain shipment wise internal DSR data sheet
- Co-ordination with field staff for shipment status.
- Knowledge of custom clearances and ADC Clearances.
- > Maintain internal data sheet.

2 <u>Company Name</u> : TRANSFORMER EXTERIORS INC (Calgary

, AB , Canada)

<u>Designation</u> : Supervisor (Logistics coordinater).

Experience : 4 months (Mar -2023 To Aug -2023)

Key Responsibility

> Prepare domestic related documents like shipment advice , Invoice , dispatch sheet etc.

- > Practical knowledge in factory work , cargo stuffing related.
- > Handling / Supervising all stock dept warehouse activities and reporting to higher department.
- > Follow up with new wander for pricing of product.
- > Day to day basis follow up with transporter for pricing and plan for dispatch the goods.
- > Taking care of days to day activities to maintain stock on real-time basis.
- > To take physical stock every month -end and compare with computerized inventory to keep records of stock.

3 <u>Company Name</u> : Amanta Healthcare Limited

<u>Designation</u>: Asst Manger – (EXPORT)

Experience : 10.9 Year (May -2012 To Feb - 23)

Key Responsibility

- ➤ Handling sector of (W/S Africa Sea Middle East Latin America & Europe).
- Cross check PRE and POST Shipment Document & LC Documents.
- > Handling team of 3 person.
- > Prepare Month wise Collection Plan & Week wise dispatch plan.
- > Checking documents (Proforma Invoice , Commercial Invoice Packing list Bill of Landing, BE Copy , insurance policy, GCCI , AI FORM and etc.)
- > Co-ordination and Marketing team , Deciding freight forwarder , Nominated Forwarding Agent , Shipping line , C.H.A , Transporter Banking and Insurances company.
- Managing transportation for timely loading shipment.
- ➤ In Month on single hand 35/40 Shipment Handle like SEA Shipment , Air Shipment , and LCL Shipment.
- Monitoring & checking of duty interest, LUT, DBK, EPCG, and RODTEP.
- Knowledge of Incoterms and international payment methods.
- > Timely Submission of shipment documents to bank for closing of B.R.C.
- > Daily report and update to client and Timely submit original documents in Bank and Client.
- Follow up with Production Department for Line wise Production, RM PM Status.
- ➤ Knowledge of Goods maintain in Tally ERP 9 (Product wise and Batches wise In bond Out bond , FG statement , GQ stock).
- Knowledge of Custom clearances and ADC Clearances.
- Documents Prepare for Yearly Inspection for Thailand and Philippines.

4. <u>Company Name</u> : XPRESS SHIPPING & LOGISTICES

<u>Designation</u> : Executive – Export documentation and customer support.

Experience : 1.5 year (Jan -2011 to May -2012)

Key Responsibility

- > Planning and prepare for Document Container stuffing and movement to POL.
- > Prepare Export documents (BL , Insurance policy , GSP , GCCI , Phyto Certificate)
- Follow with Forwarding Agent , Shipping line and logistics Department.
- Co-ordinate with shipper.
- > Arrangement for transportation.
- > Daily report and update to client
- Co-ordination with field staff for shipment status.
- > Knowledge of custom clearances and ADC Clearances.

ACHIEVEMENT

- > Accumulated valuable information while working with Export-Import Industry.
- > Two time receive best Employee award in Amanta Healthcare limited.
- Promotion from Executive to Senior Executive to Assi't Manger.

SKILLS

- Leadership skill
- > Through planner with the ability to initiate and complete planned project
- Client management and customer support

AREA OF INTREST

Export - Import Logistics Supply Chain and Customer Support.

PERSONAL DETAILS

Name : Urvil Natvarbhai Panchal

Date Of Birth : 13th April 1986

Interest: Watching movie, cricket, traveling and Driving.

Nationality : Indian

Language : Gujarati , Hindi , English

DECLARATION

I hereby declare that the forgoing information is true to the best of my knowledge. I hope you will kindly take my application into consider and give me a chance . If selected I promise to work hard, honestly and diligently.

Urvil Panchal. Gujarat , India.