

CURRICULUM VITAE

PERSONAL INFORMATION:

Full name: **Niharika M. Bhandekar**

Date of birth: July 29th, 1993

Sex: Female

Marital status: Unmarried

Address: A-704, Dev Prime Residency, B/h. Satyamev Hospital, New Chandkheda, Ahmedabad-382424

Mobile number: 9662207002

Email: niharikabhandekar18@gmail.com

POSITION APPLIED:

Export – Import Manager

EDUCATION:

- SSC – March 2008 – 72.46%
- Diploma in Computer Engg. – June 2015 – 59.8%

EXPERIENCE:

❖ Jan 2017– PRESENT: Visionary Healthcare

(Importer for: Surgical Products, Exporter for: Surgical Products Distributor for: Surgical Products)

Position: Impex Manager & Sales Co-Ordinator

Key responsibility:

- Making plan and purchase Invoice
- Testing profiles and documents of Export – import.
- Contact to Customs to making clearance procedures for shipments by air
- Control air/sea freight charge for import & export, control booking sea/air shipment to assure in-time schedule for import shipments
- Monitoring and payment of debts to foreign partners, the company's tax debts
- Examine the customs documents before the Director to sign
- Making report of import – export goods every month
- Solving problems arising in activities related to import and export
- Co-Ordination with Executives

❖ September 2015 – Jan 2017: Desai Group of Companies

(Importer for: Ferro Alloys, Coke Etc., & Manufacturer for: Nozzle filling Compounds, Foundry Sands Etc.)

Position: Import Executive

Key responsibility:

- Making plan and proforma Invoice
- Submission of relevant documents received from overseas supplier to CHA

- after verification for the same.
- Checking the checklist received from CHA for clearing the shipment.
- Testing profiles and documents of import, following up taxes paid to the State budget.

❖ **June 2014 – September 2015: Sharma Overseas**
(Exporters for: Agro-Commodities, Perishable Goods Etc.)

Position: Export Executive

Key responsibility:

- Making contract, tracking orders, making payment to foreign partners.
- Contact to Customs to making clearance procedures for all shipments
- Testing profiles and documents of Export.
- Contact to Customs to making clearance procedures of goods from abroad, exporting goods to abroad.
- Notifying to foreign partners about the amount their debts, making statistics of export goods every month.
- Solving problems arising in activities related to export.

❖ **June 2013– June 2014:**
❖ **Government Girls School, Ranip**
❖ **Manali Primary School, Chandkheda**

Position: Computer Teacher

SKILLS:

- Ability to establish good relationships with partners
- Handling flexible and creative
- Have experience working in foreign companies
- 4.5 years' experience in Import – export.

Computer Proficiency:

- I have professional computer knowledge in programming
- Proficient in PHP, JAVA and Internet handling.

❖ **Strength:**

- Disciplined, Hard Working, Goal Oriented, quickly adjust in any situation.
- Good Decision-Making ability.
- Effective Communication Skills and presentation.

Declaration:

I consider myself familiar with all Aspects mentioned above. I am also confident of ability to work in a team. I hereby declare that the above-mentioned information is true to the best of my knowledge.

Thanks & Regards,
Ms. Niharika Bhandekar