

PRANALI PATEL

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A result-oriented professional, aiming for assignment in **Export Import Executive** with a leading organization of repute, preferably in Ahmedabad.

PROFILE SUMMARY

- A competent professional with experience in **Export Import Documentation**.
 - Proficient in handling the activities in coordination with the internal / external departments for smooth business operations
 - Demonstrated skills in relationship management coupled with expertise in handling top & confidential correspondence with clients
 - Capable of adopting new measures and understanding the changed circumstances for fast adaptability & ensuring implementation in the organization for its benefit
 - Proven abilities in providing comprehensive support for executive-level staff including scheduling meetings and managing all essential tasks
 - Skills in maintaining records & writing the minutes of the meetings and corresponding with external & internal clients
 - An effective communicator with excellent interpersonal, analytical & relationship management skills
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CORE COMPETENCIES

- Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing & modifying the policies & procedures
 - Working closely with the departments to achieve a harmonious working environment and greater operational efficiency
 - Directing the office correspondence, mail management & fixed assets management
 - Monitoring/coordinating activities as appropriate and preparing internal reports for management
 - Gathering / updating data to maintain departmental records & databases
 - Involved in preparing written documentation for the office and evaluating incoming & outgoing correspondence
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ORGANIZATIONAL EXPERIENCE

Export Import Executive- 1st August 2011 to 31st March 2016

Himmatlal M Shah & Son's (HMSS Group Of Companies), C.G.Road

Role:

- Issue Import Export Code Number
- Liaison with DGFT , Ahmedabad to obtain license for Duty free Import.
- Issue Bank realization Certificate
- Compiling all documents for making DEPB.
- Compile document to avail Chapter 3 Benefit.
- Issue RCMC Certificate
- Issue Export House Certificate

Export Import Executive- 1st March 2018 to 30th November 2018**Nemi-chem Industries, Bodakdev****Role:**

- Responsible for the execution of Export Documentation requirement for Shipment
- Ensure that all documentation meets Export regulations.
- Arrange details of shipment with Custom house agent, forwarders, carriers as necessary for Exports
- Responsible for E-way bill Filling
- Generate Certificate of origin (SAPTA)

Export Executive- 11th December 2018 to 31st October 2021**Camex Limited, C.G. Road****Role:**

- Responsible for the execution of Export Documentation, Correspondence, Coordination with Plants and CHA, Logistics, Banks, DGFT, Customs, etc. relating to export shipments and benefits.
- Ensure that all documentation meets Export regulations.
- Assist Export marketing team for sending samples and keeping records as well as correspondence and documentation relating to export marketing, filing etc.

IT SKILLS

- Well versed with MS Office (Word, Excel & PowerPoint) and Internet Applications

ACADEMIC DETAILS

- Bachelor in Computer Application from Gujarat University with 62.8%
- Master of Computer Application From IGNOU University with 61.8%
- Post-Graduation Diploma in Computer application From IGNOU university with 58.00 %

PERSONAL DETAILS

Date of Birth: 26thOctober,1989
Nationality: Indian
Marital Status: Married
Languages Known: English, Hindi, Gujarati
Address: I-9, Satkar Society, k.k.nagar cross road, Ghatlodia, Ahmedabad- 380061