



## Urvil Panchal.

107 Dhwani bungalows  
B/H Motibag Society  
Nr, Municipal School  
Ishanpur gam Ishanpur  
Ahmedabad-382443  
Gujarat – India  
NO : 90999 37383

**Email:- urvilpanchal1123@gmail.com**

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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**

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|-----|--|--|
| 1 . | Master In Commerce Part – 1<br>External<br>From : Gujarat University | Year Mar / April<br>2011<br>Marks : 46.25% |
| 2 . | Bachelor In Commerce.<br>From : Gujarat University                   | Year Mar / April<br>2006<br>Marks : 40.22% |
| 3 . | 10+2<br>( G.H.S.E.B. )<br>Gujarat , India.                           | Year Mar / April<br>2003<br>Marks : 51.50% |

### **PROFESSIONAL EXPERIENCE**

- 1     **Company Name**                                 :     ***GD SHIPPING & LOGISTICS SERVICE.***
- Designation**                                         :     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.



4. **Company Name** : ***XPRESS SHIPPING & LOGISTICS***  
**Designation** : 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** : 13<sup>th</sup> 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.