

Premalkumar Bhavsar

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CAREER OBJECTIVE

To work with an organization where I can find learning opportunities and make the optimum use of my skills which will help me to explore myself fully, to learn how to cope up in difficult situation which would enable me to upgrade myself with emerging trends and technologies.

WORK EXPERIANCE

- **N. G. ORGANICS PVT. LTD. (AXITA COTTON LIMITED)** – Export Documentation Executive – Dec 2021 to March 2022.
- A leading Indian Raw Cotton Manufacturing and Exporting Company.
- Job Responsibility.
 - Knowledge & Handling of post shipment documents as per Letter of Credit.
 - Sending scan copies of documents to buyer after receipt of BL.
 - Ensure all details in BL & COO as per requirement of overseas buyer in L/C.
 - After Shipment ensuring weight as per Original Landing report sent by Buyer.
 - Preparation of Foreign Outward Payment of Overseas agents. It includes Agent's commission, Buyer's Debit Note against weight claim or Short weight, Consignment Handling Charges etc.
 - Drafting, Finalize and Submit related documents time to time with the Bank.
 - Communication & follow up with CHA Forwarder for required documents.
 - Ensuring BRC status on DGFT site. Also submit related documents and forms as prescribe by Banks.
 - To maintain co-ordination between related department.
- **DEV COLOURS** – Export Executive – May 2021 to Dec 2021
- A leading Manufacturing company for Reactive and Direct dyes.
- Job Responsibility.
 - Identify global opportunities, perform market analysis and create brief outlining for new buyers.
 - Develop, maintain and support client as per requirements.
 - Preparing entire Export documentation (Pre & Post), Preparing commercial invoice, packing list, LC Documents & BRC etc.
 - Sending Post documents to customer after receipt of BL.
 - Direct communication with Overseas Buyers through calls and emails.
 - Communication & follow up with logistic agencies for required documents.
 - To maintain Co-ordination between related department.

EDUCATION

Qualification	Institute / School	University / Board	Year	Percentage / CPI
MBA – IB with Finance	Graduate School of Management Studies	GTU	2019-2021	CPI - 7.78
Master of Commerce	Indira Gandhi National Open University	IGNOU	2019 - 2021	Running
B.com	C. U. Shah Commerce College	Gujarat University	2014-2017	63.2%
HSC	Shriji Vidhyalaya	Gujarat Board	2012 - 2014	80.71%

CERTIFICATION & LEARNINGS

- “Excel Crash Course” – Corporate Finance Institute
- “Basis of Export Import” – MOOC – DGFT- IIFT

ACADAMIC PROJECTS

- **"Country Study Project for Business Opportunities With respect to Gujarat and Russia"** - Detailed study about Russia for Finding Business opportunities from Gujrat (India). In this Project we identified particular Industry, Product for Export, Company as Exporter and other data related to Country for enhancing knowledge and Business from Gujarat.
- **Summer Internship Project on "A Study on People's Perception and Acceptance on Electric Two Wheelers"** - This Summer Internship Project based on problem identification in Auto-Component Industry through primary and secondary data source. It's concluding by detailed analysis and research.
- **"A Study on People's Awareness and Perception towards Decathlon"** - As a part of subject - Research Methodology, the project based on Problem identification and suggestion.

SKILLS

- Microsoft Office
- Analytical
- Teamwork

Interest

- Data Analysis
- Export Documentation
- Export Management
- International Market Research
- Forecasting & Decision making

PERSONAL DETAILS

- Date of Birth – 20/04/1997
- Marital Status – Unmarried
- Nationality – Indian
- Language Known - Gujarati, Hindi, English
- Hobby - Reading, Listening Music

DECLAIRATION

I hereby declare that the above information are true and correct as per my knowledge.