**MITESH BOSMIA**

**Mobile:** +91-9879822430

**E-mail:** mitu143@gmail.com

**Address:** I-101, Reflection by Pacifica, Near Vaishno devi circle, Bh. Balaji wind park, 132ft, S.P. Ring Road, Ahmedabad.

**PROFESSIONAL SUMMARY**

* A Professional with 13 years of experience in **Import Documentation and Operation, CHA and Shipping Lines** in industries like Furniture, Manufacturing. Currently associated with Seating World as Logistics Manager.
* Maintain metrics and analyze data to assess performance and implement improvements.
* Sound knowledge of **IMPEX,** **ERP Software, E- Way Bill, GST and TDS**.
* Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
* Consistent, dependable and accurate in carrying out responsibilities to a successful conclusion.

**CORE SKILLS**

* Vendor Management
* GST Return
* TDS Return
* Co – ordination
* Import Documentation
* Shipping Lines
* CHA
* E- Way Bill
* Negotiation
* Stock Management
* ERP Software

**SOFT SKILLS**

* Time management, Flexible, Problem solving, highly, motivated, adaptive Judgment and decision making.

**EMPLOYMENT DETAILS**

**M. K. Industries, Ahmedabad**

**Account Head/Import-Export Manager July 2021 and Till Now**

* Managing all import Shipments as well as custom clearance of all shipment
* Banking documentation related to import and export co-ordination between Clients also handling bank relation.
* Preparation of Accounts Reports
* Reco of Creditors & Debtors
* Reco of pity Cash
* Reco of Balance sheet
* Preparation of Stock Statement
* Preparation of Business Loan Application
* Bank Reco with account

**Ashapura Forwarders Limited, Ahmedabad**

**Process Analysist/DO Team Leader November 2020 – June 2021**

* Escalation for taking DO
* Co-Ordination for Billing internal as well as with Shipping Line,
* Excess confirmation and refund Processing
* Reco of Finance and Operation
* Reco of Payment released in IMPEX
* Reco of Billing cycle and Maintainer KPI’s
* Timely collection of invoices from Shipping Line
* Report Preparation of account and

**Seating World, Hyderabad**

**Logistics Manager June, 2019 – December 2020**

* Taking care of all purchase local as well as overseas.
* Banking documentation related to import and export co-ordination between Clients also handling bank relation.
* Co-ordinating for receiving and making payment maintaining.
* Visiting port for Shipment clearance at any port.
* Co-ordination with port trust and customs regarding shipment.
* Responsible for calculation of duties of import.
* Ensuring follow-up from Import-vendor.
* Liaising with Custom Department for various discrepancies in importing material
* Preparing enter, process, monitor and co-ordinate all import shipments, working closely with vendor, ocean carrier’s/ freight forwarders custom brokers/CHA.

**Harsan Enterprise, Bhavnagar**

**Manager July, 2015 - May, 2019**

* Prepared all purchase and sale, local as well as overseas.
* Banking documentation related to import and export co-ordination between parties also handling bank relation.
* Co-ordinated for receiving and making payment maintaining.
* Visited port for Shipment clearance at any port
* Responsible for GST return filling and TDS Return filling, also co-ordination with CA and taking care of Annual Audit E-Way Bill Making.
* Co-ordination with port trust and customs regarding shipment.
* Follow-up from Import-vendor.
* Liasing with Custom Department for various discrepancies in importing material
* Ensured enter, process, monitor and co-ordinate all import shipments, working closely with vendor, ocean carriers/ freight forwarders custom brokers/CHA.

**Vimal Oil & Foods Limited, Ahmedabad**

**Import Export Manager March, 2010 - July, 2015**

* Handled pre documentation and post documentation of Import and Export.
* Co-Ordinated with seller in all the different countries as well as brokers and Foreign as well as Nationalized Banks across the globe
* Supplier’s Credit/ Buyer’s Credit and have the knowledge of Swift message.
* Responsible for marine Insurance and submission of Stock statement report to the respective.
* Handled Banks Forward Booking of Import and Export, hedging dollar.

**EDUCATION**

* MBA from International Institute of Planning & Management, Ahmedabad in 2010 with 55%
* B. Com from Swami Sahjanand College of Commerce & Management (Bhavnagar University) in 2008 with 63%
* HSC from K.P.E.S English Medium School (GSHEB) in 2005 with 55%
* SSC from K.P.E.S English Medium School (GSEB) in 2003 with 58%

**INTERNSHIP**

**Highrise Consultancy**

**Management Trainee March, 2006 - May, 2006**

* Responsible for an advisor and a team builder, motivator and as a role model for the team and was able to complete all the modules which were given as the task.

**IT SKILLS**

* Sound knowledge in application of Windows, MS Office, MS Word, MS Point and Internet Applications.

**PERSONAL DETAILS**

Date of Birth 18th July, 1988

Languages Known English, Hindi and Gujarati

Permanent Address Plot No 2628, Gayatrinagar, Ghogha Road Bhavnagar- 364001