**RESUME**

**Personal Information**

Name: Vidhya K. Gurjar

Gender: female

Marital status :married

Languages : Hindi, English, Gujarati

Mobile no .7874004196

Email ID: [vidhyagurjar31@gmail.com](mailto:vidhyagurjar31@gmail.com)

Address: Bhiwandi Maharastra

**Education Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard** | **Board / University** | **Percentage** | **Passing Year** |
| **M.B.A (FINANCE)** | **GTU** | **7.67(CPI)** | **2012** |
| **B.COM** | **GUJARAT UNI** | **60.67** | **2009** |
| **H.S.C.** | **G.H.S.E.B.** | **69.33** | **2006** |
| **S.S.C.** | **G.S.E.B.** | **55.43** | **2004** |

**Other Qualification**

* Tally

**Projects**

* project on “ Customer Satisfaction towards kataria Services at kataria Automobile ltd.
* A Grant project on customer satifaction towards Manan Bajaj.

**Experience**

* I have a 1 Year of Experience As a TEAM LEADER in SUN & SINE PVT. LTD.
* I have 4years of Experience as a Sr. Executive in Bumaco Marketing Pvt.Ltd.

**Key Skills**

* **Accounting, GST Return.**
* **Export pre and post documention,**
* **Good knowledge of Export schemes and incentives and tariff benefits of Exports .**
* **Exports under L.C,LU.T, Bill of Exchange and under GST Good Knowledge of BRC clearance, EDMPS, certificate of origin.**
* **Good knowledge of to prepare export Invoice, Packing list, Pre & Post shipment documents.**
* **Plant Co-ordination – to co-ordinate with the factory for dispatch of goods to the port.**
* **Follow-up with shipping line & freight forwarders of all shipments.**
* **Analyzing & reviewing the cost effectiveness for All Shipment.**

**Freight rate negotiation to work with the transporter & CHA.**

* **To work with the clearing agents to clear the goods and lift by air/sea.**
* **Good organizational skills in maintaining and filing documents.**
* **Drafting letters, contract notes and emailing respective contact persons.**
* **I will be well versed with all export procedures related to customs, DGFT.**
* **Work with the GST department for GST refund, and duty drawback.**
* **Work with the Bank for sending documents to the customer.**
* **Follow-up with purchase departments of upcoming all materials.**
* **Responsible for all work related to dispatches export related documents, E-way bills etc.**

Yours Faithfully,

**(Vidhya K. Gurjar)**