

Anoli Shah

Senior Import Export Executive

✉ anoliadave@gmail.com

📞 9724125778 , 9510760742

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

Experience

● KUSUM AGENCY – Senior Import Executive

📅 Nov 2018 - June 2020

- Perform audit on all import and export files on regular basis.
- Collaborate with various departments and obtain all certification documents and ensure compliance to all import and export policies and perform regular audits on all broker activities.
- Evaluate all items for import and ensure accuracy in all values and collaborate with customer brokers to provide clearance of all imports and maintain required documents.
- Track delivery progress of shipments.
- Advise clients on transportation and payment methods.
- Prepare documents to be provided to bank to release the documents.

● GLOBAL METALS – Shipping & Logistic Executive

📅 April 2016 - Oct 2018

- Co-ordinates clearing and forwarding of all imports & exports for the company.
- Checks and verifies Freight Forwarder's invoices for imports, obtain approval from respective department Head and forwards these to Finance for payment.

● JBS GROUP OF COMPANIES – Shipping & Logistic Executive

📅 July 2015 - March 2016

- Maintain control and ensure regulations to all import and export processes and monitor work according to corporate and local policies and evaluate all new custom requirements and supervise everyday operations according to standard procedures.

● SHREEJI CORPORATION – Shipping & Logistic Executive

📅 Jan 2013 - June 2015

- Provide an efficient interface with freight forwarders and administer all freight logistics and provide optimal level of customer services and resolve all shipment issues.
- Evaluate all items for import and ensure accuracy in all values and collaborate with customer brokers to provide clearance of all imports and maintain required documents.

Education

● Master of Commerce (MCom) – GUJARAT UNIVERSITY

📅 April 2012 - March 2014

● Bachelor of Commerce (BCom) – GUJARAT UNIVERSITY

📅 April 2007 - March 2010

Professional Skills

Communication

Pro Active

Team Management and Building

Personal Details

Father Name	Alkesh R Dave
Address	2 Saral Apartment Near Narayannagar Last Bus stop, Ahmedabad, Gujarat, India, 380007
DOB	23-May-1990
Language	English, Hindi, Gujarati
Hobbies	Cooking, Watching Movies and Web series

