

# CURRICULUM VITAE

## HIMANSHU KANTIBHAI PRAJAPATI

**Permanent Address** : 70, Vatsalya Vatika, Nr. Reliance Petrol Pump,  
Kadi-Kalol Road, At, Post & Ta:Kadi, District:Mehsana,  
Gujarat – 382715

### PERSONAL DETAILS

**Gender** : Male  
**Marital Status** : Married  
**D.O.B.** : February 29<sup>th</sup>, 1988  
**Language Proficiency**: English, Hindi, Gujarati  
**Hobbies** : To write Poems & Drama, To act in Drama,  
To play Chess, Cricket, Carom  
**Contact** : 09879992211  
**Email** : [hprajapati88@yahoo.com](mailto:hprajapati88@yahoo.com)

### EDUCATION

Qualification	Institute	University/ Board	Year	%
Programme on Export Documentation & Procedures	Ahmedabad Management Association (AMA).	Government of Gujarat	March, 2018	-
Comprehensive Weekend Program In Import-Export Management	Ahmedabad Management Association (AMA).	Government of Gujarat	July, August-2009	-
Post Graduation Diploma In International Business Management	H.L Center For Professional Education.	Ahmedabad Education Society	August 2009	'A' Grade with 57.40%
Self Development Programme: Workshop on Strategy for Success	Quest Systems Pvt. Ltd.	Quest Systems Pvt. Ltd.	16 <sup>th</sup> to 18 <sup>th</sup> May, 2009	-
Bachelors of Commerce	Shah C.K. Municipal commerce College, Kalol.	Gujarat University	March 2008	Second Class with 55%
Higher Secondary Education	Shri Nima Adarsh Higher Secondary School – Kadi	Gujarat Board	Mar-Apr 2005	First Class with 60%

### EXTRA CURRICULAR ACTIVITY

Competition	Subject	Event from	Year
Cultural Festival	Mime-Theater	Krayons at HLCPE	2008
Cultural Festival	Drama-Multiplex	Krayons at HLCPE	2008
Elocution Competition	Youth Power & Human Integrity	S. Y. B.Com., Gujarat University	2006-2007

## TECHNICAL SKILLS

Computer Operating Systems	MS office, Tally, Net Surfing and basic knowledge
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## EXPERIENCE

1 <sup>st</sup> Organization	Duration	Job Profile
Mangalam Alloys Ltd.	From August 1, 2009 to August 15, 2012	Export-Import executive and then Export Import Head for Last Six Month

Mangalam Alloys Limited is one of the leading companies under the Stainless Steel Production Plants. It was established in 1988 to manufacture 'Stainless Steel Ingots, Bars & Forged Round Bars'.

Responsibilities:-

- Planning for the dispatch as per Shipment.
- To coordinate with Forwarder, CHA, Bank, Excise, Customs, Shipper (for Imports) / Consignee (for Exports).
- Preparing all the set of Documents as per terms and condition of L.C for Bank negotiations (if Shipment is under L/C) otherwise As per Requirement of Customs, Excise & Bank's Rules & Regulations.
- To take advantages from DGFT (like DEPB, Duty Drawback, SHIS etc.)

2 <sup>nd</sup> Organization	Duration	Job Profile
Fine Care Biosystems	From January 1 <sup>st</sup> , 2015 to March 15 <sup>th</sup> 2017	Export executive

Fine Care Biosystems, Dantali GIDC, Lamkaman, Gota, Ahmedabad is one of the leading companies under the Plastic Production Plants. It Manufactures Pipettes, Tips & Tubes. Fine Care Biosystems has other sister concerns named Accumax Lab Technology, Fine Care Corporation in Gujarat, India and Capp ApS in Denmark.

Responsibilities:-

- Prepare Proforma Invoice & Invoice-Packing List as per client's Order.
- Planning for the dispatch as per shipment quantity and volume.
- Co-ordinate with DHL, UPS, Forwarder, CHA, Bank, Customs, Consignee.

Preparing all the set of Documents as per terms and condition of L.C for Bank negotiations (if Shipment is under L/C) otherwise As per Requirement of Customs, Excise & Bank's Rules & Regulations.

3 <sup>rd</sup> Organization	Duration	Job Profile
Intas Pharmaceuticals Ltd.	From March 16 <sup>th</sup> , 2017 to till date	Export Officer

Intas Pharmaceuticals Ltd., Nr. Sola Bridge, Thaltej, Ahmedabad is one of the leading companies under the Pharmaceutical sector. It Manufactures several types of medicines. Our Company has sister concerns named Accord pharma in Europe, USA, Africa etc.

**Responsibilities:-**

- Prepare Pre-shipment documents as per instruction given by marketing team.
- Planning for the dispatch as per shipment quantity, value and volume.
- Co-ordinate with Forwarders, CHA, Bank, Customs, Consignee.

Preparing all the set of Documents as per terms and condition of L.C for Bank negotiations (if Shipment is under L/C) otherwise As per Requirement of Customs, Excise & Bank's Rules & Regulations.

## **WORK EXPOSURE**

**Documentation:-**

- Correspondence with overseas Buyer / Seller through E-mails as well as Telephone
- Shipping / Clearing and Forwarding
- Logistics (Domestic till ICD or Sea port and Export)
- Cargo Weight and Volume calculation.
- Material Movement and Planning and Tracking
- Transportation
- Operation Management

**General Management:-**

- Commercial (Bank, Excise & Customs).
- Export (EXIM Procedure/ Export Documentation).

I was working with my father in our own business of wholesale trading of Cattle feed (de-oiled cake/ cotton seed cake) from Kadi to Rajasthan since 1<sup>st</sup> April, 2012 till 31<sup>st</sup> December, 2014.

I solemnly declare that the above furnished information is true to the best of my knowledge and belief.

**Place: KADI**

**Date: 24/03/2018**

**HIMANSHU PRAJAPATI**