

CURRICULAM VITAE



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Profile:

Imminently suited for a middle management & a seasoned Export Import professional and Total Export Logistics solution.

A seasoned export professional with the ability to anticipate and capitalize on market trends, identify profit potential and position company to maximize market share. High caliber in creating, developing and executing innovative business development plans and strategies by consolidating and improving the marketing processes of the organization. Exceptional consensus building, interpersonal and negotiation skill, analytical approach and comprehensive problem detection/solving abilities, giving total solutions for any logistics problems.

Strength:

Strong writing and communicative skills.
In-depth knowledge of import export
Excellent analytical skills.
In-depth knowledge of geographical areas.
Strong knowledge of computers.
Good problem solving skills.
Excellent organizational skills.
Ability to undertake safety measures.
Good at coordinating team management.
Have exclusive planning skills.
Good leadership skills.

Objectives:

An experienced professional having exclusive knowledge of complete import and export procedures in India and Central Africa, seeking a position of import export manger.

WORK EXPERIENCE

- Now working as a Logistics Officer in Missionpharma A/S under Mifamed medical pvt ltd , Ahmedabad Gujarat from October 2020 to till date.

Responsibilities

1. Ensures all logistics activities are in compliance with Missionpharma Rules and Regulations, SOPs, instructions and all other applicable procedures.
2. Any other duties or assignments as requested by the Head of Logistics & IT

Quotation phase:

3. Reads shipping/logistic related points in the tenders and reverts to sales with comments.
4. Issues Requests for Quotation (RFQ) to prequalified forwarders and evaluates the same when quotes received.
5. Inserts freight budget on the quotations in AX and informs sales of tendencies in the freight market.

Order execution phase:

6. Issues Request for Quotation (RFQ) to qualified forwarders, evaluates the same when quotes received, clarifies offers and negotiates with forwarders as appropriate.
7. Drafts and prepares prices for freight budget purposes.
8. Follow up on freight budget available and notify sales if deviation.
9. Verifies appropriate insurance coverage for consignments in coordination with Finance as appropriate.
10. Prepares and plans execution of sales contracts in coordination with Procurement and Sales.
11. Reads shipping/logistical related points in the tenders/contracts and full Letters of Credit in order to ensure compliance with terms related to shipping and logistics in coordination with Sales.
12. Splits the sales order lines into shipments as per ETD's, warehouses and modes of delivery.
13. Prepares shipments for pick/pack in coordination with the DK warehouse.
14. Request Import Declaration Form and Request for Information/Inspection from customer.
15. Manages Pre-Shipment Inspection (PSI) in coordination with external inspection agencies, issue final documents and follow up on receipt of Clean Report of Findings (CRF).
16. Pro-actively follows up on placed orders and deliveries with all parties concerned in order to ensure timely and safe delivery of goods including (but not limited to) sending freight POs in due time to meet the requested date of departure and of delivery.
17. Prepares and forwards freight purchase orders to forwarders and invoice control of same.

18. Assures export custom documents are issued and MRN is received before shipments are picked up at the DK warehouse.
19. Prepares and files all shipping related documentation including (but not limited to) invoice, packing list, CoA/CoS, CoO and CRF.
20. Forwards Pre-Shipment Advise (PSA) to clients.
21. Issue and forwards shipping documents to relevant parties for import/export customs clearance, payment and approval of (not limited to) goods/documents.
22. Ensures that sales orders, shipment grid and OMS are updated with correct shipping related dates, information and documents.
23. Ensures that Get Organized (GO) is updated with all shipment related documents.
24. Ensures that customers' claims/complaints are processed in collaboration with Sales, Quality Assurance and insurance

- Worked as an **Asst. Logistics Manager/ Team Leader** in Back office of **Ste. Biso Na Biso Sarl** (under **Flagrant Services LLP.**) **Ahmedabad.**(1st May 2013– 4th September 2020) (06 years 04 months)

Ste Sajico Sprl well established FMCG Company in Central Africa. Annually turn over approximately 500Crores American Dollars. Back office of Congo, here we take all documentation work.

- **Work Profile:** Once Received the PI from Purchase desk, follow up with Supplier for Under Value BIVAC PI and advise the BIVAC Procedure for the said shipment. Preparing License Format, Tariff Code and Performa Invoice and send to Bank for License and BIVAC for PIP #. Once PIP received; checking the license with PI and update in License follow up sheet. Once received the PIP COD sending to Supplier for further process. Filling the RFI format and send from Our Exporter's Email id to BIVAC for Inspection at Suppliers Nominated date and place. Preparing the Acceptance letter as per revised PI. Follow up with supplier for inspection and sailing date. Regarding without BIVAC Shipment; Preparing the Final Invoice against the copy of OBL. Follow with Supplier for Draft BL and Draft FERI. Once received the Invoice and Packing list providing Supplier the FERI Value. Preparing FERI Invoice as per Packing List and Inspection Report. Approve the Draft FERI and DRAFT BL and advise to release Original. Updating online supplier list and License loading Sheet. Request resend to Bureau Veritas for Partial inspection from exporter. Following for Shipping Docs.(China + Other supplier). Following with Supplier for apply CRF against the copy of Original Shipping Docs; in where the Supplier is the Exporter. Preparing Final Docs for CRF. Application with BIVAC for CRF. Follow with BIVAC for issuance of CRF. For payment

advice; will provide the Copy of OBL and Invoice to Purchase desk, Congo for remittances. Once receive swift copy follow with supplier for courier original Shipping Docs.

All documentations and operations of 70-80 containers Import per month for both port (Kinshasa & Brazzaville).

1. Negotiate and get quote from supplier with CNF PNR & Matadi price and generating Purchase Order
2. Making Sales Contract with Exporter & Importer.
3. Collect Proforma Invoice from Supplier and make Import declaration (DI) from Guot.
4. Validate License from Ministry of Commerce Interieur & Exterieur.
5. Generating Cotecna Inspection Number and provide to supplier for Inspection at their place.
6. Following with supplier for Draft BL, Invoice & Packing list.
7. Accordingly will provide TI (Transport Information Number for generating URN# and release OBL and apply for CRF Number from Cotecna.
8. After receiving of OBL, will submit documents at Cotecna for issuance of AV (Attestation De Varification)
9. Making container local insurance (Allianz & AGC)
10. Full set of documents given to CHA for seizing declaration.
11. Make the payment of Customs duties and Congo Terminal charges.
12. Making contract with Shipping line (Niledutch, Maersk & CMA) and getting extra free days & discount.
13. Contact Transporter and negotiating transportation from PNR to BZV.
14. For Kinshasa, we are importing container from Pointe Noire to Brazzaville and again re-export with Barge through Congo River.
15. Following with Transporter for Container return to Shipping line and collect EIR (Equipment Interchange Report).
16. Verifying CHA invoices along with all supporting documents (IM4, IM8 & EX3 declaration, Original Quittance, Douane etc.) And days of clearing shipments.

➤ Worked As **Logistics Officer** in **EXIM Logistics Pvt. Ltd., Vizag, Visakhapatnam.** (1st March 2008- 31st April 2013) (05 years 01 months)

Job Profile Arranging Transportation from the Exporters Factory to the Concerned Port/CFS. This function covers different types of operational realities including:

- ⇒ Receiving requests from shippers to transport their goods,
- ⇒ Searching for suitable means of transport depending on the customer's needs, transport constraints, characteristics of the goods, time allowed, in accordance with transport regulations,

- ⇒ Establishing documents linked to the transport contract,
- ⇒ Monitoring carriers invoices,(Responsibility of the forwarding agent)

Documentation – After the shipment, I do the entire documentation like preparation of B/L, Analysis reports, Certificate of origin, Insurance, Commercial invoice and packing List etc. as per the L/C requirement for further negotiation with the Banks.

Analysis – Co-ordinating with the concerned Analysis Agent on behalf of the Exporter, Deciding scope of work with the Analysis Agent in consultation with the Exporter, co-ordination with the analysis agent at the time of Drawing samples, Monitoring and follow up during analysis, Preparing Analysis Reports in accordance with L/C format.

Custom Clearance – I have dedicated to look after customs related work in every port, for sea cargo clearance, preparing invoice, pre Shipment documentation, post-shipment documentation and other documents for filing the Shipping Bill, liaison with the Customs and port authorities for getting necessary permission. I have a good command on the services that simplify and speed up the custom procedures. Handling Tractor Movements. (Dry Cargo & Refer)

ACADEMIC QUALIFICATIONS

1. Graduation from F.M. University, vyasavihar in 2005.
2. Intermediate From U.N. College in 2002.
3. H.S.C. From S.N. High school, Balasore in 2000.

TECHNICAL QUALIFICATIONS

1. DCA course from Aptech Computer Academy.
2. Bsc (A-IT) From Sikim Manipal University in the year of 2008.

SOFTWARE PROFICIENCY

- | | | |
|-------------------------|---|-----------------------------|
| 1. Operating systems | : | Dos, Windows 98/ XP. |
| 2. Programming Language | : | HTML, XML |
| 3. Database Knowledge | : | MS-Access. |
| 4. Others | : | Advance MS-Office |
| 5. Networking: | | Fundamentals of Networking. |

PERSONAL DETAILS

1. Name : Prasanta Kumar Jena.

2. Father's Name : Mr. Udaya Kumar Jena
Plot No:-119, Saheed Nagar,
Bhubaneswar, Orissa.
3: Date of Birth : 12th march 1985
4: Gender : Male
5: Nationality : Indian
6: Religion : Hindu
7: Category : General
8: Marital Status : Married
9: Passport Number : K1003967

LAUNGAGE PROFICENCY: English (U.K), Hindi, Oriya, French (Beginner)

DECLARATION

I hereby certify that all the information provided here is correct to the best of my knowledge and belief and I Promise to abide by all the norms lay down by your esteemed organization.

Place:

Date:

Signature