

Ketan Gopani

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664/4325.G.H.Board
Opp. Dhanvanatari Hospital,
Bapunagar,
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Career Objective

To get job in well settled and highly professional organization where my theoretical, analytical And practical skills that I have acquired throughout my studies and experience would enhance And contribute towards the growth of the company as well as success.

Experience Summary

Currently working as a Import Manager and having total One & half year Experience in Import-Export field. Also done internship at Essar Port.

Organization: Raajpearl Metal,
Ahmedabad

Nature of business	Importer and Trader
Duration	December,2015 To Present
Position	Import Manager
Responsibilities	<ul style="list-style-type: none">➤ Ensure Excise duty by checking HS-Code & Custom Notification of Import Material.➤ Follow up with Indian Procedures and Foreign buyers.➤ Co-ordination with CHA (Custom House Agent) for document status and Custom clearance.➤ Interface between Finance & Customs Clearance Team for smooth document & transaction flow.➤ Follow up for B/L and other original documents with supplier.➤ Co-ordination with S/Line.➤ Co-ordination with Bank for the Forex payments and retirement of import documents.➤ Preparation of Excise Invoice and handover to Buyer.➤ Preparation of Documents for taking Rebate of SAD (Special Additional Duty)

Organization: Exim Sources,
Ahmedabad

Nature of business	International Freight forwarding & Merchant Exporter
Duration	January,2015 To November,2015
Position	Documentation Executive & Back office Assistant
Responsibilities	<ul style="list-style-type: none"> ➤ Co-ordinate and arranged with Local shipper/ vendors in arranging necessary trailers/trucks for the smooth delivery of the consignment/shipments by Air, Sea and Road. ➤ Preparation and Looking for Pre-shipment & Post-shipment Documentation. ➤ Co-ordination CHA (Custom House Agent) for document status. ➤ Collects & process the supplier invoices & forward to Finance for payments & to ensure the payments are made as per agreed terms ➤ Follow up for B/L and other original docs-to be sent to buyer-update with courier tracking details. ➤ Collection of Exporter's & Importer's Data and Co-ordination with them . ➤ Co-ordination with overseas buyer and seller.

Organization: Vadinar Oil Terminal Limited (Essar)
Jamnagar

Nature of business	<ul style="list-style-type: none"> • Transportation of goods.
Duration	1 st June 2014 to 15 th August 2014
Position	Summer Internship Trainee
Responsibilities	<ul style="list-style-type: none"> ➤ Berth Occupancy Optimization ➤ Managing Inbound/outbound operation activities of Liquid. ➤ Conducting routine inspection & stock audits, stock verification and documentation to ensure reconciliation of physical stock at the storage. ➤ Managing transshipment operations ensuring optimum inventory levels to achieve maximum cost savings.

Industrial Visit

- Adani Petronet Ltd.-Dahej
- Essar Port - Hazira
- Adani Port, SEZ - Mundra
- Adani Wilmar - Mundra
- Adani Power Plant - Mundra
- Container Corporation of India Ltd. - ICD Khodiyar
- HPCSL (ICD) - Sanand

Educational Qualifications

DEGREE	BOARD / UNIVERSITY	YEAR	CLASS
MBA In Maritime Management	B K School Of Business Management Gujarat University	2015	2.59/5
B.Com	Gujarat University	2012	Second
HSC	G.H.S.E.B.	2009	First
SSC	G.S.E.B.	2007	First

Proficiency

- Literate in Microsoft Office / MS Excel / MS Outlook.
- Basic Computer Knowledge.
- Tally ERP 9

Skills

- Self motivated & can adjust with changing condition.
- Business Development by cold calling and good negotiation skill.
- Committed to work and punctual.
- To use time management and to give preference important task.
- Team Building & Strategic Planning.

Personal Profile

Date of Birth	6 th August 1991
Gender	Male
Marital Status	Single
Religion	Hindu-Patel
Language Known	English, Hindi, Gujarati
Interests	Listening Music, Swimming, Reading, Watching Movies, Writing
Soft Skills	Leadership quality, eagerness to learn new things
Specialty	Excellent convincing power, Good relation making, Presentation skills