

Nisarg B. Kotak



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Career Objective

I am very optimistic , hardworking person , and consistently set firm goals for myself. I always look up to explore new things. As I have 2.5 years of experience in pharma industry and currently, I am working at cosmetic industry. My aim is to work in a Challenging environment and grow at professionals and personal levels thereby directing my future venture as an asset to the organization.

PROFESSIONAL EXPERIENCE

Company Details	Task	Designation	Period
Suntara Cosmetics Pvt. Ltd	Handle Sale Order entry & Pro-forma Invoice generation, Managing COO for UAE.Prepare BL details and Dangerous goods Packing certificate.	Jr.Executive	January – 2021 to Current.
Cadila Health Care Ltd	DTA Procurement in Sez Online, Entry & Maintain Register for the DTA Sale, Import, TR 6 Challan, Scrap, Exports, Submission of the Rewarehousing Date in the SEZ Online System for the Import BoEs	FTE	December- 2018 to January - 2021
Cadila Health Care Ltd (Cosmos Contract)	Clearance of Exports, DTA Sale, Packing Waste & Hazardous waste at SEZ Gate, Courier all the Endorsed Invoices and BoEs to Respective Supplier & Maintain Courier Details in Respective Register	Contract	May- 2018to November-2018
Jalaram Decoration Pvt Ltd	Book keeping, stock Maintaining, Inventory Management, Cash Management. Logistic Management.	Supervisor	March- 2017 to April – 2018

I was working with Custom clearance department, I am handling Import Export department regarding clearance documentation.

- Working with a post Documentation Executive handling document routine Documentation
- Preparing Pre shipment & Post shipment documents

- Day to day correspondence with SEZ officials for smooth functioning of SEZ activities.
- Pre-Shipments Documents for Imports, Verification & Submission of Bill Of Entry (EOU, Zone to Zone) forms in the SEZ online system.
- Clearance from SEZ for removal of DTA sales, Scrap & Temporary removal of goods.
- Preparation of E-waybill
- Preparing of monthly report for Customs (Import, Export, DTA sales DTA procurement etc.)
- Maintain Various Registers related to Customs like (SEZ bond register, Import, Export, Temporary Removal, Scrap, DTA sale, Monthly Reports etc.

Currently, I am working with Customer Service department and handling Import – Export Documentation

- Handle Sale Order entry & Pro-forma invoice generation in JD System.
- Generate loading slips to warehouse
- Prepare customs documents for Export.
- Prepare commercial documents like Invoice, Packing List etc.
- Handling certificate of Origin request (Sharjah chamber, Dubai Ministry)
- Handling Customer Query and problem Solving of customer (Belgium, US , UK, Qatar)
- Tracking Container Booking, arrival, Dispatcher of Customer Service Department.
- Daily updating Stock report from JD system.
- End to End Container loading process.
- Handling E-commerce (U.A.E - AMAZON & NOON).
- Coordination for stuffing planning with plant Warehouse

EDUCATION AND QUALIFICATION

DEGREE	UNIVERSITY	YEAR	Percentage/GPA
PGDM Export- Import	Gujarat University	2020	3.73 / 5.0
B.C.A	Saurashtra University	2018	60%
HSC	Gujarat Board	2014	51%
SSC	Gujarat Board	2012	49%

KEY SKILLS

- Loyalty and dedication towards work.
- Custom clearance management
- Good communication skills
- Can work efficiently in team as well as individually
- Innovative, Sincere and hardworking

TECHNICAL KNOWLEDGE

- Good Knowledge of Import and Export, Logistics, Documentation, Custom Clearance,
- MS office,
- Good Knowledge of SEZ online System.
- Good Knowledge of JD Software.

Personal Details

- **Date Of Birth** : March, 30, 1997.
- **Gender** : Male
- **Marital Status** : Unmarried
- **Nationality** : Indian
- **Cast** : Hindu
- **Live** : Ahmedabad, Gujarat.
- **Language** : English, Hindi , Gujrati.