

**Mithilesh Bhuva**

502,C4,

Anushruti tower , near thaltej char rasta,

Ahmadabad (Gujarat)

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Contact no: 9033151325

<b>Objective</b>
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Seeking a position in your esteemed organization to utilize the skills I have developed during my career, with an eventual goal of assuming responsibilities and proving myself as a valuable asset to the organization.

<b>Work experience and job profile</b>
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**2011 to 2014**

Worked with Best value chem Pvt Ltd (Vadodara) from august 2011 to august 2014 as sales coordinator (Exports)

- Sales and Marketing department

**Job profile**

Providing timely assistance and services to the existing customers. Continues sales follow up and Communication with overseas customers as well as domestic customers

- **Quotation, availability of material, shipment details, documentation whole sales operation)**

Communication with CHAs

Follow up for the payment

Business development and marketing activities that includes

- **Exploration of new market and potential customers for the product and converting them in to the sales**

## **2015 to 2017**

- Involved in own construction business.

## **From Dec 2017 to Aug 2020**

Worked with Ashapura forwarders Pvt Ltd promoted there as key accounts manager(business development),

### **Job profile**

- I was completely responsible for all the processes with respect to clearance of Import shipments at Mundra Location.
- Starting from receiving the NN Docs / Pre Alert Docs , checking them – communicating to the client about the correct ETA, asking for sufficient advance (as per our terms with the client) or all the relevant documents if not shared with the NN set of docs.
- I was also responsible for clearing the shipment coordinating with the Operation Team (Mundra), keeping the client's priority in mind at mundra Location under the KPI Limit that has been set by the Management.
- Also to build a strong and healthy business relationship with all our clients by serving them in a professional manner.
- Also coordinating with the Mumbai Team with respect to Nhava Sheva Shipments.
- See to it that the Billing part is completed on time and no dockets are pending for billing.
- Also negotiating with the CFS for a better rate on the shipments that are in any CFS other than our nominated CFS.
- Also coordinate for any transport related support that is required for eg. Empty off-loading of the containers on a Sunday while the DO is expiring on Saturday.(otherwise our vehicles will stuck for one entire day and which is a loss to the company)
- Follow up with shipping line regarding the DO and payments.
- New work assign of business development since last 6 months for the imports.

From May 2022,

Currently working with Dachser India Pvt Ltd as Ocean import specialist

**Job Profile,**

- Execution of LCL and FCL shipments
- Handling all short of shipments DAP/DDP/FOB/CIF/CFR
- Day to day communication with clients and overseas offices with regard to booking details, vessel departures/arrivals for the ongoing as well as new shipments
- Ensure error free digital filing of documents so as to have ISO audit level accuracy at all times
- Oversee & monitor all operational activities
- Send all necessary documents to custom brokers for custom clearance and also keep a track of release status of all containers
- Filing of manifest with carriers and ensuring details are filed correctly on ICEGATE before arrival of shipments.
- Co-ordinating with the co-loaders and carriers for the shipments which are booked up to ICD
- Arranging carrier and co-loader payments on or before arrival of shipments
- Releasing NOC / DO and issuing invoices to clients in a timely manner  
Take proactive actions so as to resolve any disruptions that may result in penalties leading to a loss to the company
- Ensure timely updates in Dachser's internal system, so as to avoid penalties that will get levied on the branch in case of delay
- Make sure the dispatch of bills on time (with in 2 days of arrival)
- Maintain strong relationships with carriers/co-loaders/customers and overseas agents
- Handling corporate clients like Jci india(Hitachi),Nivea(Beiersdorf),Woco tech polymer.
- Achieved maximum client satisfactory through services and pre approach attitude towards handling the shipments.

<b>Education qualification</b>
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**Pg. diploma in export /import management 2011-2012**

- Institution: The Indian institute of exports (Vadodara)

**Bachelor in Commerce (Accounts) 2006-2010**

- Institution: Faculty of commerce (MSU Vadodara)

**H.S.C (2004-2005)**

- Board: GSHSEB

**S.S.C (2002-2003)**

- Board: MSBSE (Pune Board)

<b>Personal details</b>
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Date of birth: 7<sup>th</sup>oct 1988

Hometown: Junagadh (parents stays there)

Marital status: single