



SANJEEV KUMAR MAHTO

Export Executive

PROFILE

EXIM DOCUMENTATION

SUPPLY CHAIN MANAGEMENT

LOGISTICS

INTERNAL AUDITORS FOR QMS

GOVERNMENT TENDER FILLING

CONTACT

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EDUCATION

Std. : S.S.C. (10th)

Board : Bihar School Examination Board

Year : 1997

Percentage : 41

Std. : H.S.C. / Intermediate (12th)

Board : Bihar Intermediate Education Council

Year : 1999

Percentage : 64

Std. : Graduation (B.Sc, Zoology Hons.)

University : Magadh University, Bodh Gaya

Year : 2004.

Percentage : 61

WORK EXPERIENCE

GALAXY COLCHEM PRIVATE LIMITED

(EXPORT EXECUTIVE)

Period : From May 15, 2009 (Running)

Products : Dyes & Chemicals

1. Generation of Proforma Invoice against Inquiry and sent to Customer.
2. Maintain Inquiry Register.
3. Handlings of Sells Order Status at Production Floor, maintain Stock Position, and generate purchase order with the help of Store Department, Purchase Deptt., as well as Organization head.
4. Co-ordinate with Marketing, Production, Quality Control other related departments for timely dispatch of Jobs.
5. Implementation, Managing and Maintaining the Documents of ISO 9001 maintained as per manual requirement with Quality Policy.
6. Selection & Negotiation of CHA, Transporters, Freight Forwarder & Courier Agencies.
7. Preparation/verification of all Export related document as per the terms of the order& L/C.
8. L/C Opening, Receiving, Verification, Clause study, Bank Guarantee related work.
9. Pre & post shipment procedures.
10. Correspondence with Shipping Lines and CHA, Transporters to solve the different problems.
11. To arrange Internal as well as External Audits/Inspections Agencies.
12. To Generate Purchase Order, C.T.-1 and Goods Receipt Note, Form 402.
13. Liaison with Sales Tax, Income Tax, Excise, Custom, ICD, Ports, DGFT, ECGC, Chamber of Commerce and Various Inspection/ Calibration Agencies whenever required.
14. To make Cover Note (Insurance) of the Consignment. Prepare Declaration of the Consumed premium month wise.
15. Preparation and Submission of Documents for Payment Collection/Negotiation as per L.C. Clause or Registered Sales Contract or TT or DA/DP.

Computer Proficiencies

MS Office

WINDOW XP

WINDOW - 7, 10

Internet

Outlook

Key Competencies

1. Strong Analytical Skill
2. Innovative & Self Starter
3. Ability to be a innovative thinker and thought leader & team player
4. Good listening skill and be an astute decision maker.
5. Good Writing (Calligraphy)
6. Open mind and Open Communication
7. Well Organized, Action and achievement oriented.

16. Preparation or Implementation of Export Documents (Pre Shipment & Post Shipment) i.e. Proforma Invoice, Invoice, Packing List, Certificate of Origin from Chamber Or CII, Certification of SAPTA Certificate, SAFTA Certificate (Issuing from Export Inspection Agency or DGFT), Bill of Export as per Terms and Conditions of Irrevocable Letter of Credit.
17. Verification and Approval of Checklist for Shipping Bill, Bank L.R., Bill of Lading.
18. To Credit the Export Remittance into Account Correspondence or contact with Bank Personnel.
19. Taking and Maintain PCFC/PSFL/Forward Contract Account.
20. Preparation of documents for Visa.
21. Preparation of Documents, Arrangement of required articles, ticket for Exhibition Trade Fair Participation.
22. Providing timely information to team for preparing MIS and ensuring correctness of data.
23. To Prepare Documents to Claim the Benefits under various Government schemes e.g. MEIS, Drawback etc.

REMICA PLASTIC MACHINERY MANUFACTURERS **(OFFICE ASSISTANT – EXPORT DIVISION)**

Period : 1 Year & 2 Months

Products : Plastic Machinery – Extruder, Injection Moulding Etc.

Allocate Payment of Parties and take the monthly report and feedback to the Director, Providing timely information to team for preparing MIS and ensuring correctness of data. Register maintain of P.F, ESIC etc. Back office Support to all the executives about customers billing related information for resolution and settlement. Handle Customer visit at office for problem resolution. Cash Maintain. Salary distribute to staffs and workers. Collection Book maintains. Generate Sales Invoice, Bank related Work, Sales, Purchase and other Correspondence. Export Documentation & Clearance of Equipment/Jobs on time. Procurement of materials from the suppliers

SHREE UMIYA SURGICAL PRIVATE LIMITED **EXECUTIVE MARKETING**

Period : 2 Years & 7 Months

Products : Medical / Life Care (Disposable Medical Devices)

1. Sales Inquiry: To Make the Quotation send to Customer (Old or New) with Sample and Brochure as per requirement.
2. Co- ordinate with Marketing, Production, Quality Control other related departments for timely dispatch of Jobs.
3. Handlings of Sells Order Status at Production Floor, maintain Stock Position, and generate purchase order with the help of Store Department, Purchase Dept. as well as Organization head.
4. Implementation, Managing and Maintaining the Documents of ISO 9001 maintained with Quality Policy.
5. To arrange Internal as well as External Audits (Certification body).
6. Selection & Negotiation of CHA, Transporters, Freight Forwarder & Courier Agencies.
7. Responsible for making necessary application to DGFT, DGQA, FDC.
8. To Prepare Documentation to Claim the Benefits under various Government schemes.