**C U R R I C U L U M V I T A E**

Name : VINS MATHEW

Address : H 204 GALAXY RESIDENCY

KATHWADA ROAD

Naroda,GUJARAT,INDIA

Ahmedabad-382 330

Mobile : 09427957126

Date of Birth : 19-11-1973

Educational Qualification : BA from Kerala University.

* **Career Objectives :**
* Looking for career growth opportunities in line with my Experience & Knowledge.
* Confident & willing to shoulder challenges and responsibilities.
* Self motivated to learn new technologies and work hard.
* Interested to work with a Company where I get opportunity to utilize my talent & ability and grow with the Company.
* **Strengths & Skills :**
* Effective skills as a highly competent, confidential executive in marketing.
* Excellent command over English (spoken, written & presentation) and MSOffice, mainly Word, Excel .
* Effective communication & inter-personal skills with the ability to deal with senior leaders.
* Effective coordination & planning skills
* Strong result orientation
* High quality of work & strong work ethic
* Reasonable business awareness
* Pleasant personality
* Have thorough knowledge of all office routine including bank needs.
* Good in independent correspondence / drafting of business letters
* Confident of taking any challenging Job, continuous improvement.
* Energetic & a self starter and have an adjustable nature to suit any situation.
* Well committed and hardworking person.
* **Experience : (Total 15 years)**
* **WORKING AS AN AS AN ASST.EXPORT-IMPORT-SHIPPING LOGISTICS MANAGER**

**IN LI LLP,AHMEDABAD SINCE 1998**

**Present work history / Responsibilities:**

* Preparation export documents
* Co-ordination with various department for execution of the orders.
* Preparation of export related Excise documents
* Follow up with CHA and freight forwarders and transporters
* Handling of Central Excise and Custom authorities
* Correspondence and payment follow up with over seas buyers
* Correspondences with banks related all export activities
* Submission of export documents to bank on timely basis(collection,LC and credit basis)
* Can handle all DGFT related works
* Prepartion of Certificate of origin and GSP Form A
* Prepartion and query compliance of Excise rebate claims
* Preparation & Keeping track of Renewal of Contracts, .
* Maintenance of proper records
* Negotiation with freight forwarders for best rates and timely delivery.
* Prepartion of Outward remittance documents for import shipments
* Submission of Bills of Entrys to bank after import
* Correspondence with overseas customers for imports shipment
* Follow up with CHA and freight forwarders for import shipment

Languages known : English, Hindi, Gujarati & Malayalam

Present Salary : Rs. 7 Lacs per annum Gross.

Date: 08-07-2017

(VINS MATHEW)