**Nadar Shivkumar Shankar**

Hatkeshwar, Ahmedabad

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**CAREER OBJECTIVE**

To pursue a professionally challenging and personally satisfying career, where I can prove myself with my best abilities. I believe in hard working and to serve you with the same and to show my ability in your esteemed organization and be part of your progressive team

**EDUCATION QUALIFICATIONS**

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| --- | --- | --- |
| **EDUCATION QUALIFICATIONS** | | |
| Degree | Institute / University | Year of passing |
| B.Com | Gujarat University | 2000 |
| HSC | GSEB | 1996 |
| SSC | GSHEB | 1994 |

**ADDITIONAL QUALIFICATIONS :**

* Diploma In Financial Accounting System
* Tally 9
* Microsoft Word and Microsoft Excel
* Internet
* M.T. (Medical Transcription) ( May’2001)
* SAP ( Systems, Applications & Products in Data Processing )

**PROFESSIONAL EXPERIENCE**

Currently working as a “Sr. Executive of Exim.– **Import** & **Export Documentation & DGFT Executive & Logistics Executive**” in **Matangi Industries llP. (A Group of Meghamani) At Vatva**, Ahmedabad Since March 2011.

**MY RESPONSIBILITIES**

* DGFT (Advance LIC. Application & Documentation Preparation & EODC submitted in DGFT ) & MEIS Application
* Import Documentation
* Export Import Documentation
* Co-ordinate with Clearing Agents & Forwarder
* L/C Opening Procedure
* PCFC ( Packing Credit of Foreign Currency)
* DGFT (Advance LIC. Application & Documentation submitted in DGFT )
* Dispatch (Local & Export)
* Raw Material Follow Up
* Transportation arrange
* Production, Clearance and Stock Register
* Cenvat Input Receipt & Issue Register (RG 23A Part I)
* Cenvat Capital goods Receipt & Issue Register (RG 23C Part I)
* Cenvat Credit Account for Inputs (RG 23A Part II)
* Cenvat Credit Account for Capital goods (RG 23C Part II)
* Computerised Sale Invoice ( Domestic & Export)
* Export Documentation's (A.R.E 1, UT-1)
* E.R. Form Submit
* Monthly Return.
* PF & PT Related Work
* Banking and other manual Related Work

**PREVIOUS EXPERIENCE**

**Ashima Group in Textile Company** at Ahmedabad as an Excise Clerk From May 2004 to October 2008.

**MY RESPONSIBILITIES**

* Making Production Report (Cotton Yarn & Cotton Fabric)
* Maintain Production, Clearance and Stock Register (Cotton Yarn & Cotton Fabric RG-1)
* Cenvat Input Receipt & Issue Register (RG 23A Part I)
* Cenvat Capital goods Receipt & Issue Register (RG 23C Part I)
* Cenvat Credit Account for Inputs (RG 23A Part II)
* Cenvat Credit Account for Capital goods (RG 23C Part II)
* Making Computerised Sale Invoice ( Domestic & Export)
* Maintain Job Work Register.
* Export Documentation's (A.R.E 1, CT-3(A.R.3.A), SEZ, JOB WORK)
* E.R. Form Submit
* Submit the Monthly Return.
* TR 6 Challan (Service Tax) Submit in Bank
* Other Manuel Works

**Zydus Animal Health Ltd.** At Ahmedabad, as a “Account Assistant” From November 2008 to November 2009.

**MY RESPONSIBILITIES**

* Maintain Debtor a/c
* Reconciliation of party
* Follow up of Reconciliation and collection
* Credit control
* Making Sale related MIS data
* Making Legal work
* Coordinate with C & S

**PERSONAL DATA**

Date of birth **:** 15th May, 1978

Nationality **:** Indian

Sex **:** Male

Language Known **:** English, Hindi, Tamil & Gujarati

Religion **:** Christian

Hobbies : Participate in various cultural and technical activities & cricket Marital Status : Married

**Expectation** **:** **As per company rules a& Regulation**

**DECLARATION**

I hereby declare that the above written particulars are true to the best of my Knowledge and belief.

Thanking you

Yours faithfully,

(Shivkumar.S)