



RESUME

Ms. Sayed Afroz Mohd Shafi
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OBJECTIVES: Join professional organization where skills and expertise will be used towards continued growth and advancement

Professional Experience:

Jishu India Electronics Pvt.Ltd,

Export Manager since March 2019

Handling Preparing Pre & Post shipment document, bank document, checking of Checklist & AWB Draft

Co-ordination with supplier and transporter to arrange pick up of material.

Co-ordination with CHA, freight Forwarder for shipment .

Co-ordination with Foreign buyers send them pre alert of shipment.

Checking and clearing of transporter bill/Packing bill and CHA bills.

Maintaining file of international and local sale along with export work duty managing all office admin work.

Allanasons Pvt.Ltd.

Export Officer in Banking Department since Oct. 2011 to March-2018,

scrutinize Pre & Post shipment documents before submission to the bank, these documents are classified according to their terms and payment. viz L/C, CAD, D/P, D/A, ADV of the above referred categories documents. My job is to link the post shipment document prepared at our end with pre-shipment document detecting and rectifying mistakes before final disposal of documents.

- Follow up and advising Marketing to avoid discrepancy specially in case of L/C documents before submission to bank.

- Coordinating with shipping, marketing and health team to avoid mistakes and get the correct document on time to avoid unnecessary delay in submission of document in bank.

TICC CONTAINER LINE(I) PVT.LTD.

Air Export Manager for 1 ½ years June 2010 to Oct. 2011

- Preparing pre & post shipment document, custom document
- Preparing MAWB & HAWB, N form.
- Co-ordination with Shippers, Transporter.
- Co-ordination with airline- Arrangement of booking, rate negotiation
- Preparing CSR Reports to airline and arrangement of payment on time.
- Co-ordinate with accounts department for preparing Bill.
- Co-ordinate with party for on time payment.

GKM SHIPPING & LOGISTICS

Export Executive cum Head of the Department for 8 Years (Dec-2002 To June -2010)

- Preparing, Foreign Buyer order (Purchase Order), prepare Factory Document on basis of P.O. Follow up with factory for stock time to time.
Pre-shipment & Post shipment Documents.
- Preparing all type of shipping bill (DEEC/DEPB/DRAWBACK,FREE)- online filing on Visual Impex. AWB, B/L, Imc, Gsp N form Etc.
- Mainly handling DGR shipment Bulk drugs, Pesticides, Agro chemical, Tank container etc (FCL & LCL) by Sea & Air.
- Make booking with forwarder, arrangement of D.O and transportation.
- Follow up with transporter to reach container on time to factory and return back to clearance point.
- Issue Insurance as per terms of payment,
- Make B/L draft for SI submission of shipping line. check 1st print of B/L to get finalized.
- Bank Document under LC, ADV, DP,CAD, DA
- Prepare BRC after receiving payment.
- Prepare Excise documents after receiving E.P copy from custom.
- In case of LCL shipment make arrangement of carting, palletisation.
- Make arrangement of Inspection (SGS Etc) as per Buyer contract.
- Maintaining of Sale & Purchase Register.
- Maintaining statement of DEEC and DEPB License.
- Co-ordination with Shipper, Factory, Transporter, Forwarders & Dock staff.
- Prepare day to day MIS report.
- Handling team of 8 members, including office & Dock staff (both air & sea).

Tulsidas Khimji

Export Executive for 6 months on temporary basis (June -2002 To Dec-2002)

- Preparing all kind of Shipping bill, - (Deec Depb, Dfrc,Free), B/L
- Manifesting online B/L Draft to Shipping line, check 1st print , take approval from party then submit to shipping line for final B/L
- Preparing Bank Document, Imc, Gsp etc

Parsoli Exports

Export Executive for 2 Years (*Jan – 2000 to Dec-2002*)

- Handling export documents
- Preparing Bank Document, Gsp, Imc, Counsulate paper etc.

Madhu Travels Pvt. Ltd

Export Assistant” 3 yrs (From Dec- 1997 – Jan- 2000)

- Handling export document
- Preparing all kind shipping bill as per DEEC, DEPB, DRAWACK, FREE
- Preparing AWB, taking approval from party before sending carting copy.
- Preparing Airline monthly statement (CSR), ‘N’ form, Awb, Gsp. Imc etc,
- Make booking with airline and forward flight details to the exporter.
- Dispatched original document to party with confirm flight details.

Worked with Khatri Export

Export Assistant for 6 month (June-1997-Dec 1997)

- Handling all kind of Export documents.
- Preparing Preshipment, Post shipment, Bank document, Imc, Gsp etc

Shaheen Exporter

Export Assistant for 4 ½ year (Sep-1993-May-1997)

- Handling Export, Sale & Purchase register (day to day)
- Preparing Pre & Post shipment document
- Co-ordination with bank for FIRC
- Preparing bank document.(BRC) after receiving payment

PERSONAL Details:

Date of Birth : 24th August 1970
Sex : Female
Marital Status : Unmarried
Nationality : Indian
Languages Known : English,Hindi,Marathi,&Urdu

EDUCATION QUALIFICATION:

- B.Sc (Chemistry) – from Mumbai University. (1992)

ADDITIONAL QUALIFICATION : Diploma in Computer Science
Typing speed 50w.p.s

: Diploma in “Export Import Management” from
Welingkar

CURRENT CTC : 24000/-

EXPECTED CTC : 32000/-

(Declaration: The above information is true and correct to the best of my knowledge and ability.)

Ms. sayed Afroz Mohd Shafi

