CURRICULUM VITAE

Permanent Address Present Address

CHIRAG BAROT A-2, Janki Apartment

AT&PO: Sikariya Ta :Dantiwada Keshavnagar, Subhashbridge

Dist: Banaskantha, Gujarat Ahmedabad, Gujarat

Pin code: 385505

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Mob: 09687658421

**Objective:**

To pursue a career with a professionally managed Organization to facilitate the achievement of Business Commitment and Goals of the Organization.

**Corporate Exposure** :

Approx 7 year of total experience

1) Name of the organization: Gokul Agro Resources Limited.

Designation: Export Executive

Duration: Since February 2015 to till date

Gokul Agro Resources Limited is leading manufacturer and exporter of Castor oil & its derivatives.

**Job responsibility**

🡪 Coordinate with overseas Buyer’s (Mail as well as Phone)

🡪 Responsible for freight booking & nomination booking as per client requirement

🡪 Handling bulk shipment operation & documentation.

🡪 Shipment Planning & operation, Production Planning

🡪Pre & post Shipment Documents

🡪Handling Banking related work

🡪Coordinate with local supplier, CHA, Forwarders & other parties

🡪Cargo track from POL to POD

🡪Payment follow up.

1) Name of the organization: Meghmani Organics Ltd.

Designation: Export cum logistics Executive

Duration: April 2012 to January 2015

Meghmani Organics Ltd. is manufacturer and exporter of Pigment and Pesticides

**Job responsibility**

🡪Post shipment documentation

🡪Responsible for maintaining planning for all export related shipment

🡪 Maintain reports for pre & post shipment documentation.

🡪 Providing shipment labeling instruction to CHA.

🡪 Responsible for daily MIS report

🡪 Co-ordination with Forwarder and CHA regarding shipments

🡪Mail correspondence with overseas buyer and solving their problems related to shipment.

🡪Issuing export documents, like Certificate of origin, Merchant certificate, legalize certificate from chambers etc

🡪Follow up with every day shipments & sending the pre-alert messages to the client.

🡪Checking and approving all draft

🡪Responsible for preparing and presentation of remittance documents to bank

🡪Responsible for posting shipping documents under L/C and purchase order

2 ) Name of the organization: Gokul Refoils and Solvent Ltd.

Designation: Export Officer

Duration: July 2010 to March 2012

Gokul Refoils and solvent is larger manufacturer and exporter of Edible oil and Agri derivatives

**Job Responsibilities**:

- Handling Export documentation.

- Preparing bank related documents.

- Co-ordination with Forwarder and CHA regarding shipments.   
 - Co-ordination with overseas buyers regarding purchase orders.   
- Follow up for the payment of shipments.

- Knowledge of L/C terms and conditions.

- To keep proper filing and records of all the shipments

- To co-ordinate with account department

- Preparing of Sale contracts, order, Documents in SAP

- Handling Correspondence on Mail. (Internal and External)

- Providing shipment schedule to buyers

- Checking of L/C draft, B/L draft, BRC, Insurance draft.

- Keep track and follow up on all clearing activity

**Acadamic Qualification**- Complited BBA from Ganpat university, Kherva in 2007  
- Completed 12th from Gujarat higher secondary education board, Gandhinagar in 2004.

- Completed 10th from Gujarat higher secondary education board, Gandhinagar in 2002.

**Professional Qualification**

- Complited MBA in International Business from Gyan Vihar University, Jaipur in 2010

**Computer Skills**

* SAP – Export
* Operating System: window 2000, 2003,2007, XP,
* Software; MS Word, Excel, PowerPoint, Data Entry, Internet Access

**Project Report:**

1. Export documentation & procedure on Gujarat Co-Operative Milk Marketing Federation (AMUL), Anand
2. Marketing Report on ICICI prudential, Palanpur
3. General Report on Mother dairy, Gandhinagar & Parle Biscuit Pvt ltd, Jaipur.

**Personal Ability**

Always keen in maintaining good relationship with office subordinated and ready to accept challenges.

**Area of Interest:**

Socializing with people, Learning

**Personal Profile**

Father’s name - Sh. Popatlal Barot  
Nationality - Indian  
Marital Status - Married  
Language Known - English , Hindi, G ujarati  
Date of Birth – 16th July, 1987

Current Location - Ahmedabad

Date :

Place :