***CURRICULUM VITAE***

***Nitesh S. Bhagat E-MAIL:*** [***ahmedabad.office90@gmail.com***](mailto:ahmedabad.office90@gmail.com)

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***Associate Gen. Manager*** *over 07 + years of experience in the industry .Self-motivated import/export compliance professional with relevant years of success in related roles coupled with advance related education.*

***PROFESSIONAL EXPERIENCE***

*PL INTERNATIONAL Ahmedabad-Gujarat*

***Associate Gen. Manager Export/Import June-2016 – Present***

* *Planning and implementing* ***export & Import*** *strategy and activities consistent with overall aims and Requirements while remaining cost effective to the organizations.*
* *Arranging the SGS Inspection, as accordingly consignment deliver on various port or Supplier place.*
* *Preparing Pre and post shipment documents i.e Invoice ,Packing list, inward remittance disposal letter, checklist draft, COO draft, insurance and documents bank submission*
* *Pick up instruction to all freight forwarder upon consignment readiness at suppliers end*
* *Approval of Draft B/L,AWB for all shipments*
* *Tracking of air & sea & FCL/LCL consignments to ensure on time delivery as per agreed commitments and report deviations on daily/weekly basis including coordination & documentation with CHA & freight forwarders.*
* *Checking of all invoices as per contract terms & Clearing the bills of CHA, International Courier and freight forwarders.*
* *Duty Draw Back and MEIS License Application tracking and query solve for claim amount.*

***Follow-up***

* *Timely clearance of Air & Sea consignment - with all Importers, CHA, International Courier and Freight forwarder.*
* *Timely payment to CHA, International courier & Freight forwarders - with Finance*
* *Timely delivered of material from port to customer destination if required with Freight forwarder.*
* *Preparing Master sheet in excel for necessary updation of sea, LCL Courier & Air consignment.*
* *Rate negotiate with Freight forwarder & yearly contracting.*
* *Making comparison rate sheet with different Freight forwarder*
* *Making necessary decision for amendments in service of Freight forwarder, CHA which should be communication with Head of department.*
* *Coordinating with different department with team work by providing necessary documentation as per customer requirement applicable for their country/State.*
* *Check list approval after checking as per guidelines & drawback Duty advice to finance for transfer to customs.*
* *Passing the necessary entries of CHA bill and Suppliers Bills.*

***ACCOUNTING WORK***

* *Raise PO to Supplier/Raise commercial Invoice/TAX invoice /Packaging list for Export Shipment.*
* *Maintaining the Freight forwarder Bills, Transporter Bills and Supplier bills and Account*
* *Routine and day to day work related to accounts.*
* *Bank Reconciliation.*

***AUTHORITIES:***

* *1. Signing freight forwarder invoices jointly.*
* *2. Signing of CHA bills and duty payment invoices.*

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***PRASHANT LOGISTICS***  *Ahmedabad-Gujarat*

***Logistics executive October-2012 – june-2016***

* *Dispatch Work and freight arrangement*
* *Container stuffing work*
* *Preparing Sales Bill, debit Note, credit note*
* *Monthly MIS Data and Weekly MIS Data preparing*
* *Maintaining debtors & creditors List*
* *On my observation Labor Attendance & Process Salary Convince Expenses, and Cash Book Maintaining*
* *Keeping all Ahmedabad’s machinery’s equipment exp. Detail.*
* *Monthly Fund Flow Statement*

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***EDUCATION QUALIFICATION***

* ***ACADEMICS*** *:*

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| --- | --- | --- | --- |
| ***Education*** | ***University*** | ***Year*** | ***Class*** |
| *B.COM* | *Gujarat University* | *May-2011* | *Second Class* |
| *HSC* | *Gujarat Secondary Education Board* | *June-2008* | *Second Class* |
| *SSC* | *Gujarat Secondary Education Board* | *June-2006* | *First Class* |

***Appeared for M.Com Completed 2nd Semester (Gujarat University)***

***COMPUTER PROFICIENCY :-***

** ***Tally ERP 9*** *Version*

** ***M.S. Office*** *–* ***Word, Excel, Outlook Express, power point****.*

***PERSONAL DETAILS:-***

***COMMUNICATION ADD:*** *M-96/1144, Laxmikrupa apartment,*

*Parasnagar Solaroad, Naranpura.*

*Ahmadabad – 380063*

***DATE OF BIRTH :*** *18th October 1990*

***CONTACT NO :*** *7698812356*

***E-MAIL ADDRESS******: ahmedabad.office90@gmail.com***

***PASSPORT NO : J4549855***

## ***SALERY EXPECTED*** *: Negotiable*

***LANGUAGES KNOWN******:*** *English, Hindi, and Gujarati*

***HOBBIES :*** *Listening**Music, News Reading /Cricket*

***Date :- 12-07-2019 Signature***

***Place :- Ahmedabad ( Nitesh S. Bhagat )***