

SWATI SHARAD KARPE

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OBJECTIVE

Seeking a position that would give me the opportunity to apply my knowledge, analytical skills and progressive attitude to attain both personal and organizational growth. Accept challenging assignments to utilize my abilities to the optimum, improve myself and develop new skills.

PROFESSIONAL AND EDUCATIONAL DETAILS

- ❖ Work Experience: 13 Years (From November 2009 to till Date)
- ❖ Category: Import and Export
- ❖ Skill: Pre shipment Documents, Post Shipment documents, Logistics, Incentive, Banking.
- ❖ Designation: Manager Export/Import Logistics
- ❖ Highest Degree: B COM
- ❖ Current CTC: 7,38,000.00
- ❖ Preferred Location: Mumbai, Navi Mumbai

WORK EXPERIENCE

Current Employer:

Name of Employer: **Gauges Bourdon India Pvt. Ltd.**

Business: **Manufacturer and Exporter of engineering solution provider for Pressure, Temperature, Level Gauge and Flow Instrument**

Designation: **Manager Export/Import Logistic**

Employed Since: **January 2023 to May 2023**

Current Location: **Mumbai**

Pre-shipment Export Documentation:

- ❖ Responsible for liaising Freight forwarder to getting Sea and Air freight rate.
- ❖ Follow up with CHA & Freight forwarder for clearance of the consignment.
- ❖ All Checklist check (sea & Air)
- ❖ Undertaking freight negotiations with shipping companies and airlines.

Post Shipment Export Documentation:

- ❖ Monitoring preparation of pre and post shipment documents and their submission to various bank, agencies and agents.
- ❖ Supervising and follow-up with the customers and the bank to monitoring realization of export payments.
- ❖ Maintain EBRC Data.
- ❖ Maintain Data in Excel Sheet.

Export Incentives & Benefit:

- ❖ Responsible for availing of export benefits viz. Duty Drawback, RODTEP

WORK EXPERIENCE

Previous Work Experience:

Name of Employer: **Suyash Global Pvt Ltd.**

Business: **Contract Manufacturer & Exporter of Sheet Metal, Fabricated assemblies, Fence Post, Machine Component & Hospital Equipment.**

Designation: **Jr. Manager Export/Logistics**

Employed Since: **July'2011 to Dec 2022**

Current Location: **Navi Mumbai**

Nature of Work:

- ❖ Over All responsible for coordination of customer order fulfillment, from receipt of the customer order to delivery to customer.
- ❖ Directly interact with international clients, resolve queries, arrange/ensure timely dispatches.
- ❖ Coordination with internal teams(sales, accounts & production)

Pre-shipment Export Documentation:

- ❖ Responsible for the activities of Preparation of pre-shipment export Documents viz. custom invoice, Packing list, order acceptance, proforma invoice, SDF form, Export Declaration, Shipper letter instruction(SLI), ACD & ISF forms, BL/AWB Instructions.
- ❖ Responsible for liaising with Custom House Agent (CHA) for filling of S/bill with customs, inspection of goods by customs, picking up container from container yard, loading of container on board vessel.
- ❖ Responsible for liaising Freight forwarder to getting best freight rate.
- ❖ Undertaking freight negotiations with Freight forwarder.
- ❖ Taking the DO from freight forwarder.
- ❖ Follow up with CHA & Freight forwarder for clearance of the consignment.
- ❖ Shipments tracking from the Load port to destination port (ETD & ETA) & Confirm from Buyer also on timely delivery
- ❖ All Checklist check (sea & Air)
- ❖ Releasing the BL after sailing the vessel.

Post Shipment Export Documentation:

- ❖ Monitoring preparation of pre and post shipment documents and their submission to various bank, agencies and agents.
- ❖ Negotiate documents against payment, acceptance, and advance payment , Collection bills follow-up till the payment is realized.
- ❖ Responsible for availing of Bill Discounting, Pre shipment credit in Foreign currency (PCFC), EPC.
- ❖ Supervising and follow-up with the sales team, the customers and the bank to monitoring realization of export payments.
- ❖ Coordination with bank for outward & inward remittance and Taking rate from treasury & sending disposal instruction to bank for credit inward remittance.
- ❖ Maintain Data in google Excel Sheet & Taking care of Filing.
- ❖ Submitting documents to ECGC (Monthly)
- ❖ Preparation of Logistics MIS.
- ❖ Checking and authorised the Freight invoices, Transport invoices and submitting to account team for releasing payment.

Export Incentives & Benefit:

- ❖ Responsible for availing of export benefits viz. Duty Drawback, Advance License, EPCG License, MEIS, RODTEP.
- ❖ Maintaining the Date of Duty Drawback and RODTEP.
- ❖ Responsible for obtaining EODC, Redemption, Re-validation, Invalidation letter.
- ❖ Responsible for obtaining Bond/BG cancelled from customs.
- ❖ Filling online application and follow up with DGFT for obtaining MEIS incentive Scheme License.
- ❖ Preparing application with DGFT for obtaining Fresh Export House Certificate
- ❖ Responsible for New, Modification & amendment of IEC.
- ❖ Visiting DGFT and Bank if any problem arises in Export Import activities and resolve the same.
- ❖ Responsible to prepare duty drawbacks and arrange for payment in co-ordination with accounting team.

Import Documentation:

- ❖ Manage entire process of import from booking material till material reaches warehouse.
- ❖ Communicate with international suppliers to complete whole procedure and taking information for material loading documents.
- ❖ Checking all the documents, advising error and making sure to receive appropriate documents.
- ❖ Keep recording material status on port and making sure of documents submission of time.
- ❖ Preparing schedule of international payments and communication with bank for complete the process.
- ❖ Checking checklist and Filling the Bill of entry before arrival.
- ❖ Communication with CHA regarding documents status and completing all custom process.
- ❖ Allocate material in all factories as per their requirements.
- ❖ Responsible for tracking of shipment, steamer agent and CHA for import of material.
- ❖ To ensure safe transit of material and vehicle follow-up for delivery of material
- ❖ To maintain Bill of Entry and arrange Duty Payment on Import of material, to keep and maintain all shipping and import related documents.

Previous Work Experience:

Name of Employer: **NIVIN EXIM SERVICE**

Designation: **Documentation Executive**

Employment Period: Nov'2009 to Jun'2011.

Nature of Work:

Export Documentation:

- ❖ Preparation of Documents such as GSP, Invoice, Packing List, Bank Realization Certificate, Draft, Bank CL.
- ❖ Import Export Code (ANF2A, B, C, D).
- ❖ Applying for DEPB, Focus Market, and Focus Product Licenses
- ❖ Maintaining Inward & Outward Registers.
- ❖ Other Clerical & Office routine works.

Export Documentation:

- ❖ Preparation of Document for Export Obligation Discharge Certificate such as Redemption/No Bond Certificate against advance license(ANF4F), No Bond Certificate(NBC), Appendix 23, Statement of Export (Part H), enhancement in value & quantity/Revalidation of Authorization(ANF4E), Clubbing of Advance License(ANF4D).

ADDITIONAL QUALIFICATION

- ❖ Diploma in Export Import Management from Welingkar Institute of Management, Matunga.
- ❖ Tally 9
- ❖ ERP & SAP
- ❖ English Typing 30 W.P.M.

COMPUTER SKILLS

Operating System	Windows 7, Windows XP, Windows 98
MS Office	Microsoft Office, Microsoft Excel, Microsoft Power Point
Internet	Browsing, Surfing and Accessing E-Mails

PERSONALITY

- ❖ Able to grasp/learn concepts and procedures quickly
- ❖ Desire to learn and grow with the organization.
- ❖ Detail-oriented / Accurate

PERSONAL INFORMATION

Father's Name : Mr. Sharad Karpe
Mother's Name : Mrs. Suchita Sharad Karpe
Date of Birth : 13th August 1988
Gender : Female
Address : 101 Sai Mauli Apartment, Kalu Nager, Reti Bunder Road,
Dombivali [West], Thane – 421 202. Maharashtra, India
Marital Status : Unmarried
Hobbies : listening music.
Email : swatkarpe@gmail.com
Contact : +91 9820391541

DECLARATION

I hereby declare that the information furnished above is correct to the best of my knowledge.

Place: Mumbai

Swati S. Karpe