

Amit Kanojia

Import-Export Executive



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Profile

Dedicated export marketing and sales executive with years of experience in management, leadership, and importing and exporting. Familiar leading shipping department of a corporation. Prioritize professional communication in all aspects of management when interacting with employees, other businesses, and clients. Excellent administrative and data analysis.

Skills

- Time Management
- Attention to detail
- Negotiation
- Customer Service
- Logistics
- MS Office
- Inventory Management
- C++, C, JAVA,
- Python (Intermediate)
- Operating System- Windows XP, WIN 7, WIN 8, WIN 8.1, WIN 10, WIN 11
- Word press

Language

- English
- Hindi

Work Experience

Freelancer Export December 2022 - Present

Marketing, Sales & Documentation

- Assist and provide service to all external customers for efficient usage of them Products and handle documents parts of client, so client can go smoothly.
- Analyze all market coverage and plan all required resources for same and ensure compliances to all time frame.
- Expertise in sales strategy development and implementation, including sales planning, forecasting, and analysis.
- Studying the market in the target country or countries & identifying new markets for exports and developing new business account.
- Demonstrated ability to develop and maintain relationships with customers, including identifying new customers and markets and strong negotiation, and interpersonal skill
- The products in which we are dealing in Herbs, Spices, Edible Oil, Used cooking Oil, Brazilian Sugar, Gold and Petroleum Products like Jet Fuel, Diesel EN590.

Sinhal Herbs

Export Marketing Executive | April 2021 - October 2022

- Monitoring of the shipments to ensure compliance of regulations.
- Maintenance of customer relations and participation in the organization's sales activities.
- Checks and verifies Freight Forwarder's invoices for both imports & exports, obtain approval from respective department Head and forward these to Finance for payment
- Ensuring the efficiency and effectiveness of imports and exports, meanwhile performing B2B marketing in Alibaba & India-mart.
- Liaises with Finance Department for opening Letters of Credit, Tariff transfers, and Bank Delivery Order for shipment covered by L/C.

Teleperformance DIBS

Technical Support Executive | Jan 2020- Mar 2021

- Troubleshoot software problems and help customers to install applications and programs. Team lead, responsible for SLAs and team performance.
- Resolved any issues through diligent research, issue reproduction, and troubleshooting.
- Engaged with other support teams for swift resolution.
- Drive collaboration and performance culture within and with other teams.
- Used remote connection tools to access customer's environments and investigate.
- Providing solution for technical errors for windows and office software.
- Provided the excellent service for the reported issue and resolved the issues by the troubleshooting method in Microsoft Windows, office, office 365 and outlook. Also configured the outlook Profile and indexing.

Eklavya Private ITI

Assistant Professor | Feb 2018 - Nov 2019

- Took attendance, graded assignments and maintained student records to assist teachers with administrative tasks and maintain smooth daily operations.
- Built strong rapport with students through class discussions and academic advisement
- Taught Basic Electrical Engineering for 2 years and assist group of 18 students at intra-level competition.

Internship

Miraj Group, Udaipur

6 months

- Supervised the electrical appliances over the site and maintained the record of the electrical appliance and their spare parts.
- Preparation & record of the Miraj Malhar construction unit.
- Studied about transformer working and maintenance.

Academic History

Mewar University

B.Tech | Electrical Engineering

- Awarded shield for winning Inter Quiz Competition in General Knowledge.
- University best volleyball player award in 2013.
- Spandan'2009- an annual sport meet of Mewar University.
 - Won the intra-university, Table-Tennis (Doubles) tournament.
 - Runner up in the intra-university, Table-Tennis (Single) tournament