

*Seeking a competitive assignment with a leading organization of high repute, where I can contribute my potential ability to the organization's growth & success.*

## **Career Summary**

- A highly skilled and competent professional with over 08 years' experience in Export Import Documentation.
- Currently entitled as Export Executive.
- Highly focused with a comprehensive understanding of logistics and documentation.
- Sound knowledge of **MS Office** (Word, Excel and Power Point); Operating System: Windows; D.T.P. (Desk Top Publishing); Tally 9, Spectrum and **Internet Applications**.
- Possesses sound communication and presentation skills with abilities in taking initiatives towards achieving organizational goals.

## **Work Experience**

### **AUDITRAC ENGINEERING CO.**

**October'17 to present**

:As an Export Executive.

- Follow up with regular order and ensuring timely execution for the same.
- Taking quotation from all other shipping line or Agents, CHA, and accordingly finalized the cheapest mode of shipment.
- Making quotation and Proforma invoice as per the customer request.
- Co-ordination with CHA, Shipping Agent etc and ensuring that the freight charges and other charges are well negotiated.
- Preparing pre-shipment documents like commercial invoice, packing list, declaration) preparing post-shipment documents like Invoice, packing list, COO, GSP form, insurance)
- Lodgment of export documents under lc, CAD, D/A or D/P basis.
- Maintaining the export import registered.
- Updating the inward registered and GR release & approve the checklist.
- Taking care of collection from customer and updating BRC from DGFT site.
- Online submission of VGM through ODEX. And insurance for CIF shipment.

### **USHDEV INTERNATIONAL LTD**

**APRIL'09 – February'17**

: As an "Import Export Documentation & operation Executive" I am totally responsible for Import of Inputs & Operational Work of the Company.

#### **Key Deliverables:**

- Import of the LME Registered Metal - Zinc, Copper, Nickel & TIN for major retail chains according to specification, quality, and delivery required.
- Coordinate & liaise with suppliers & buyers to ensure smooth cargo operations.
- Preparing Purchase and sales Contract with the supplier and customer as per trade.
- Seeking the information from supplier regarding the shipment schedule, Port of Loading, Brand and origin of material, Production year of the material etc and preparing the report on the same.
- Processed documentation accurately – Invoice, Packing List, Certificate of Analysis, certificate of Origin etc and sent to CHA accurately and on time. Accuracy and timeliness of documents created cost saving avoiding any late fees or penalties.
- Created and monitored Letters of Credit / D/P. Documentation is created, gathered and sent to banking institutions for timely payment to Supplier.
- Release the Import Documents from the bank upon the intimation received from bank under LC non LC for custom clearance purpose.
- Liaising with bank for the due date confirmation copy.

- Preparing the High Seas Sales documents and Pre & Post Shipment documents.
- Handling of outward remittance like Expenses, TT , Credit Notes, Import Payment under LC or BC.
- Follow up for the receipts from Customers.
- Reconciliation for Customer ledger.
- Recording purchase, sales, receipt & payment entry into system.
- Preparing the monthly Statement of Sales, Purchases, Pricing , Import status, Export Status, export realisation and Import Payment, Merchanting Trade Transaction, LC dues and BC dues etc.
- Submitting the bill of entry to bank and also update the Active BRC status from DGFT.
- Updating Quotational Period as per contract and accordingly asking the customer for giving pricing instructions or Extend the QP.
- Asking for Weightment slips from clearing agent after delivery of the material to check whether customer has received material as per detailed packing list or not. If not, then settle the issue by raising debit note in case of excess of material or credit note in case of shortage of material delivered.

### Air Angle (CHA)

APRIL'08 – MARCH'09

Import & Accounts Executive

### Skills & Competencies

- Co-ordinating with clients for the clearance of import cargo
- Visual Impex data entry.
- Receipts & payment entry in tally.
- Co-ordinating with shipping line for the IGM filling and inform the client accordingly.

### I PROCESS (Sister Concern of ICICI BANK)

JAN'07 – NOV'08

Back office Executive

### Scholastics

<b>2006</b>	<b>TYB Com</b> , with 64.83% Mumbai Board
<b>2003</b>	<b>Intermediate</b> , with 68% Mumbai Board
<b>2001</b>	<b>Matriculation</b> , with 65.57% Mumbai Board

### Personal Dossier

<b>Name</b>	:	Hetal Dhamendra Parmar
<b>Date of Birth</b>	:	18 <sup>th</sup> April, 1986
<b>Gender</b>	:	Female
<b>Nationality</b>	:	Indian
<b>Marital Status</b>	:	Married
<b>Languages</b>	:	Hindi   English   Marathi   Gujarati
<b>Address</b>	:	402, Maruti Co Op Housing Society., Near Venus Cinema, Venus Chowk, Ulhasnagar – 421004 , Dist – Thane.
Current CTC	:	3.36 Lacs
Expected CTC	:	4.00 Lacs

**Declaration**

I hereby confirm that the information given above is true and correct to the best of my knowledge.

**Date:**

**Place: Mumbai**

**Hetal Dharmendra Parmar**