

CURRICULUM VITAE

BRAJENDRA KUMAR VISHWAKARMA

Add: H.No.30 Street No.1 Budh Vihar

Green Hotel Vijay Nagar, Ghaziabd-201009

Email id: bjendra.ssk@gmail.com

Meant For:

Mob No-9990994038 / 9990094038

- Seeking a position in a company where acquired experience and knowledge can be utilized properly.
- Looking for a position in a company where there is enough scope to contribute in the development.
- Seeking for job in Export-Import industry that can offers a steady growth and new responsibilities with ample scope to face new challenges.

Qualification Gained:

QUALIFICATIONS	SPECIALIZATION	INSTITUTION/ BOARD	YEAR OF PASSING
MBA	INTERNATIONAL BUSINESS	AMITY INTERNATIONAL UNIVERSITY, NOIDA	2018
B.COM PROGRAM	ACCOUNT, ECONOMICS	DELHI UNIVERSITY, DELHI	2015
SR. SECONDARY	ACCOUNT, ECONOMICS	MOTHER INDIA PUBLIC SCHOOL- GHAZIABAD	2011

Computer Literacy:

- Well versed in MS excel, MS word, PowerPoint, Outlook etc.
- Efficient in internet.
- Handling ERP Software for regular duties.
- Handling SNS software for Invoicing & dispatch duties.

Additional Qualification:

- Typing 40-50 WPM in English.
- Certified Computer Accountant course from National Institute of Finance, Noida.

Working Experience:

- ❖ Working with TUF METALLURGICAL PVT LTD, Delhi as a Sr. Executive in Export-Import Documentation from 20 Jul 2020 to till now, TUF Group is engaged in manufacturing of Cored Wires & Manganese Alloys and also trade of raw material for the steel, foundry and metal industry such as Ferro alloys, Metal, iron ore pellets, carbon & graphite products, casting powder, etc

Job responsibilities:

- Preparing the Pre –Shipment documents, Post shipment documents for every Export & Import Shipment.
- Coordinating with CHA's for the clearance for export –import shipments, approving the draft checklist, draft Bill of lading, draft Chambers documents, letter of indemnity, export declaration etc.
- Coordinating with various Inspection agencies like, Bureau Veritas, B.S.J Int'l Inspection Co. Alex Stewart International for material inspection & sampling and placing the container for loading purpose at supplier's plant.
- Preparing the payment documents for every import shipments.
- Contacting with Forwarder for the container booking on regular basis.
- Arranging the SIMS registration & E-way bill for every import shipments of company
- Handling all incentives, drawback and license activity like, MEIS, Advance license, EPCG License etc
- Focusing time to time redemption of EPCG License and Advance license etc.
- Sharing the all Pre shipments alerts & documents to our consignee before arrival of shipments.

- Directly dealing with Clearance agents & Forwarder for the freight negotiations related to every shipments
 - Maintaining daily basis shipments status report & follow up the same with clearance agents.
 - Closely monitoring our customer's account, payments records etc.
- ❖ Worked with D.B ENGINEERING PVT. LTD (EXTRA SHARP TOOL AND KNIVES a group ATLAS ENGINEERING), Noida manufacturers of cutting tools in India. As Sr. Export-Import Documentation Executive (Preparing Pre- Post Shipment Documents - Work on BNG, SNS System software) – from 15 Dec 2016 to 18 Jul 2020.

Knowledge & Handling of Pre-Post shipment document which include commercial invoices, packing list, importing country certification, Customs/ Insurance declaration Certificate of Origin & many more documents prepared as per customer requirement, handling customer queries, etc

Job responsibilities:

- Handling Export Import Documentation (Pre-Post shipment documentation)
 - Preparing commercial invoices, packing list etc
 - Follow up the shipment (ETD-ETA, Flight details), clearance, examination, etc. on daily basis.
 - Coordinate with Forwarders, vendors payments for business purpose.
 - Preparing Exporting country certification, Customs/ Insurance declaration, KYC docs, Certificate of Origin act,
 - Non dangerous goods declaration, indemnity letter, Test certificate, Inspection Certificate etc.
 - Sending scan copies of documents to customer after receipt of BL.
 - Filing Bill of entries, checklist in Import shipments.
 - Informing tracking No. of courier to customer with regards to original shipping documents.
 - Tracking the consignment till it reaches to destination & informing delay/early reaching of consignment to customer with reason.
 - Having knowledge of Directorate General of Foreign Trade (DGFT) activity like, EPCG License, Advance license, MEIS, Duty drawback, Advance bond, Calculation sheet, Solvency certificate, Turnover certificate, etc.
 - To maintain co-ordination between related department.
 - Knowledge & Handling pre-shipment as well as post shipment document.
 - Opening of GSP account, (REX) Register Exporter System Number for easy movement of Export process.
 - Handling the LC shipments as well.
 - Handling import shipment cycle (including cargo custom clearance, documentation etc.) liaison with related overseas team
- ❖ Worked with Concept Weavers Pvt Ltd. (Noida) as Documentation & Co-ordination (Export) Executive: (Since 05th Dec 2015 to 30th Nov 2016.)
- Knowledge of Exim policy, Custom Clearance process.
 - Quotations, liaising with agents and get rates, updates to customers, billing instructions, etc.
 - Check and approved the checklist, Draft BL etc.
 - Preparing documents for the related shipment are: -
 - Invoice & packing list, Annexure-A, Fema Declaration, SDF, Drawback declaration, VGM etc.

Key skills:

- Can work effectively in team as well as individually.
- Have good interpersonal skills.
- Have a perfect knowledge to affect any kind of person.

Hobbies:

- To listening songs,
- Meeting peoples,
- Traveling & Tracking.

Aptitude towards life:

- Don't matter how much experience you have, only matter's how much knowledge you have.

Personal data:

Father Name : Mr. H.S Vishwakarma
Sex : Male
Date of birth : 27 Nov 1992
Marital Status : Married
Profession : Export Import Documentation
Character : Non-Smoker, Non-Drinker

Date

Place: (BRAJENDRA K. VISHWAKARMA)