

Curricular Vitae

Mr. Atul S. Shinde

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Career Objective :

Seeking to perform in a challenging and rewarding environment, wherein team effort combined with individual skills, leads toward the achievement of organizational goals.

Work experience

11 years of professional experience related to import, Export and Excise.

Education:

- a) **Import Export Course with First Class** from MITCON Institute, Pune.
- b) **Bachelor Degree of Commerce** from Pune University
- d) **Computer Diploma** from IGNOU

Employment details:

- 1) **P J Valves Mfg. Pvt. Ltd** is manufacturing of Industrial Valves for Oil & Gas Plant. Here I am as a Sr. Commercial Officer From 1st January 2017 to till date. Responsible for Export Dispatches / Excise / Handling Store / Admin Dept. Also handle and get experience of various Certification e.g. ISO 9001: 2015 / PED CE / EMS OHSAS & API .
- 2) **Shree Enterprises** is distributor in Lab & OT equipment over there I was working as Commercial Officer from March 2016 to December 2016 regarding their Equipment's and Sales Agreements with Mfg. as well with Hospital. Planning to import for advance equipment on the base of previous experience. Synchronize all process for smooth functioning e.g HR, Sales, Dispatches & Bank related activity.
- 3) **Stauff India Pvt. Ltd.** Parent co. (Germany) located in Wagholi, Pune. I was handling Import Export & Local dispatches arranging with all Commercial documents also coordinate with concern dept. Develop Sales & Dispatch related statement for smooth functioning with centralized operation link with Import Material Track record for on time delivery. I was working as Logistic Officer from July 2015 to October 2015.
- 4) **Posco IPPC Pvt. Ltd.** Steel Mfg. Co. based in Korea and Talegaon plant location is 100% Import for processing of the steel coil. I was Sr. Executive (Sales Support Team) who looks in Import of Material to till reach at company premises. Also update the same in COSMO System which link with all worldwide POSCO units. Core area is arranging import doc. from overseas arrange duty payment or duty benefit license till submission with concern departments e.g. CHA, Bank, Insurance co. Excise & Customs. I was worked from March 2010 to December 2012

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- 5) **Trinity Engineering Pvt. Ltd** is a manufacturing of automobile parts over there I was working as Excise & Export Officer from May 2008 to March 2010. I was handling mainly in Excise for submission of excise daily, month Report to Excise Inspector & Supdt., also updated all excise records for Audit purpose. In a Export for making pre & Post Export documents.
- 6) Starting carrier with **LEXON Winders** small scale industry manufacture of Winding Machines. I joined as an Accountant, Excise & Administration officer from 22nd July 2002 to 30th September 2007. In this company I learn Excise & Export work also bank work which related to export BG, LOC. Accounts was an part of in this which work on regular basis. Also handle some administration work.

Responsibilities:

- Independently handle end-to-end Export & Import process
- Prepare Duty Benefit licenses activity including bank transaction with overseas.

Within a January 2013 to June 2015 I tried business opportunity which in DTDC International cargo on the base of my previous experience. It was in good developing condition for that period and got good experience in that.

Personal Profile:

Date of Birth : 9th June 1978

Marital Status : Married

Adress : 305 B-1 Dream City, Ambegaon Budruk, Near Katraj, Pune 411 046

Languages Known : English, Hindi, Marathi (R/W/S)

Strengths

- ☐ Good communication Skills.
- ☐ Hard Working & Learning Attitude
- ☐ Pro-activeness & owning responsibilities & executing them