

Mr.Shivaraj Shelar

Ap-Yelimunnoli Tq-Hukkeri

Dist- Belagavi

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Career Goals & Objectives:

To seek a challenging position within an organization in the field of **Import, Export and Purchase**. to utilize my professional expertise & experience in order to contribute to the success & growth of the organization.

Personal & Professional Profile:

- ❑ A result-oriented self-starter with ability to working a diverse & multi-cultured work environment, problem solver with the ability to focus on solutions, proactive, always challenging current procedures
- ❑ Total i have 5 + years' experience. More than 3years of experience in the Imports ,export logistics and 1 year Purchase dept. In the same orgnigation.1 yr. 9 Months in Mtr food private limited as a sales support.
- ❑ Strong understanding in the fundamental concepts, organized, independent and self-motivated
- ❑ Committed to stringent deadlines and problem-solving skills
- ❑ Ability to stretch and work with speed and in a systematic manner
- ❑ Appreciated by administration.

Professional Experience:

- Working in NITSHAW WOOD PANEL & SURFACE TECHNOLOGIES PVT LTD. from Jan- 2021 to till now as an Import Export and purchase executive In Bangalore
- Worked in MTR FOOD PRIVATE LIMITED as a Sales Support from Feb-2019 to Oct-2020 (1 yr. 9 months).

Job Profile:

- ❑ Experience in handling an Import Export Logistics (By air & Ocean).
- ❑ Coordination and manage the import process for the ocean shipment from origin to destination.
- ❑ Verification of import shipment documents.
- ❑ Coordination with customs clearance agent (CHA) for all necessary paperwork to customs clearance.
- ❑ Review the CHA's checklist & approval for the BOE Filling.
- ❑ Coordinate with CHA for the customs officer queries.
- ❑ Communicate with internal team for the Import Duty, DO, Liner & CFS charges.
- ❑ Communicate with carriers, Freight forwarders, vendors to ensure timely delivery.
- ❑ Communicate with CHA for the factory de-stuffing & required documents arrangement.
- ❑ Maintain accurate records of all shipments and related paper work.
- ❑ RFQ with multiple freight forwarders and price negotiation's for the booking.
- ❑ Coordinate with freight forwarder for the High sea sales process. And preparation of the required documents.
- ❑ Continuous look of way to optimize logistics process to reduce cost and improve efficiency.
- ❑ Good relationship with supplier, freight forwarder and clearing agent.
- ❑ Shipment tracking with courier companies such as FEDEX,DHL,TNT,Kuhnel+Nagel, Along with clearance and duty payment process.
- ❑ Arrangement of domestic transportation & required documents.
- ❑ Follow-up with drivers for smooth and on time delivery.
- ❑ Monthly Management Information System (MIS) preparation.
- ❑ Management (CRM) Updating. Like Account Creation, Lead generation, reports,
- ❑ Proficient in Excel & Microsoft office suite with aptitude to learn new software quickly.
- ❑ Order processing and follow-up with suppliers on time shipment dispatch

Educational Qualification:

| Course | Institution | Board/University | Year of passing | Percentage% |
|----------------------------|-----------------------------|------------------------------------|-----------------|-------------|
| Bachelor of science(B.Sc.) | CLE Degree collage Chikkodi | Ranni Channama University Belagavi | 2018 | 65.40% |

Computer Skills:

- ❑ Diploma in computer application.
- ❑ MS Excel, MS Word, MS Power Point, Crm software (Sales force).

Hobbies/Interests:

- ❑ Reading Newspaper, Listing songs

Personal Profile:

- ❑ Name : Shivaraj Shelar
- ❑ Date of Birth : 18.06.1997
- ❑ Gender : Male
- ❑ Languages known : English, Hindi, Kannada & Marathi
- ❑ Father's name : Sadashiv Shelar
- ❑ Mother's name : Sulochana Shelar

Declaration:

I hereby declare that the above details are true and if I get an opportunity to serve in your organization, I will serve to the best of my ability and be a part of the team in achieving organizational goals.

(Shivaraj Shelar)

Date: