

Resume



Name:
Mr. Vishal Tulshidas Kharat
Position: Export Manager

Address:
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PROFESSIONAL OBJECTIVE & SUMMARY

OBJECTIVE:

Seeking a role in Export/Sales Manager within a well-established company, focusing on driving cost-effective solutions and optimizing global trade processes in the Manufacturing or Trading industries.

SUMMARY:

Experienced professional in Export Manager with Import and export operations specializing in the India and Gulf region. Skilled in managing the entire import-export process, including documentation, customs clearance, shipment terms, invoicing, and bank dealings. Proficient in working with Dubai Customs Trade Portal, negotiating cost-effective transport solutions, and maintaining strong relationships with shipping lines, freight forwarders, and corporate banks. Experienced in post-export banking tasks such as factoring, invoice discounting, and securing export credit. Proven ability to streamline shipment management and achieve efficient results by collaborating with shipping agents, banks, and government authorities.

CURRENT WORK EXPERIENCE:

Aug 2020 to Present

(3 Year's 8 Month's)

Working as **Export Manager** with **M/s. Savita Entrepreneurs Private Limited, India**

Key Result Areas:

- Started as an Export Executive and gradually took on more responsibilities, leading to a promotion as Export Manager.
- **Export Operations & Documentation:** Managed end-to-end shipment processes, including documentation, logistics coordination, and compliance with export regulations.
- **Sales & Business Development:** Identified and acquired new customers, successfully expanding the company's global presence.
- **Customer Relationship Management:** Built and maintained strong client relationships through regular follow-ups, negotiations, and post-sales support.
- **E-commerce & Digital Marketing:** Assisted in managing online product listings, website updates, SEO strategies, and Facebook advertising to enhance brand visibility.
- **Cross-functional Coordination:** Worked closely with internal teams to streamline operations from lead generation to order execution.
 - Maintained accurate records of all export transactions, shipments, and client communications for audit and reporting purposes.
 - Assisted the finance team in managing payment terms, invoicing, and follow-ups on international transactions.

PREVIOUS WORK EXPERIENCE:

April 2013 to June'2020

(7 Year's 2 Month's)

Worked as **Exim Executive** with **M/s. Kimoha Entrepreneurs FZCO, Dubai, U.A.E.**

Key Result Areas:

- Managed import and export operations following Dubai customs and government regulations to ensure smooth shipments.
- Negotiated with transporters, freight forwarders, and airlines for cost-effective and timely deliveries.
- Coordinated with customs agents, airport, port officials, and external agencies for clearance and transportation.
- Worked closely with Dubai Customs, DP World Port, and other authorities to handle import/export processes.
- Used the Dubai Trade Portal (Mirsal-II) for customs declarations, BOE submissions, and duty exemptions.
- Reviewed import documents, insurance claims, and Goods Received Vouchers (GRVs).
- Monitored cargo inspections, customs clearances, and ensured compliance with regulations.
- Approved and forwarded freight bills, shipping documents, and GRNs for finance and record-keeping.

PAST WORK EXPERIENCE:

Feb 2012 - Dec 2012

(10 Month's)

Worked as **Trainee Executive** with **Premier Infoassists Pvt.Ltd - Back Office of Gemini Corporation (Belgium/Europe)**

Key Result Areas:

- Prepared negotiable and third-party export documents as per Letter of Credit (L/C) requirements.
- Managed post-shipment documentation, including submission to banks, for products like plastic scrap (PET), steel scrap, and wood.
- Reviewed L/C terms for the UAE office & Antwerp and ensured compliance with UCP 600 while submitting documents to banks.
- Arranged Certificate of Origin (C.O.) through DigiChambers in Europe.
- Arranged CCIC Certificates for shipments from Europe ports (Netherlands, Marseille, Spain) to China.
- Obtained PSIC (Pre-shipment Inspection Certificates) through Sandeep Garg & Co. for various shipments.
- Followed up with sales coordinators to obtain Purchase Orders (POs) and Sales Orders Export (SOEs) from Gemini branches in UAE and Belgium.

PAST WORK EXPERIENCE:

Sep 2010 - Nov 2011

(1 Year's 2 Month's)

Worked as **Shipping Executive** with **Atraco Enterprises Industrial Ltd. (Atraco Logistics FZE) Jebel Ali Free Zone, Dubai UAE (Garment Manufacturer)**

Key Result Areas:

- Oversaw end-to-end export operations, handling air and sea shipments for US and EU garment brands.
- Coordinated closely with Customs for raw material inspections and submitted reports to maintain bank guarantees, avoiding potential losses.
- Streamlined pre- and post-shipment processes by managing documentation, facilitating payments, and securing discounted funds from banks at competitive rates.
- Liaised with banks such as HSBC, SCB, and Citibank to negotiate export document discounting for open account shipments.

- Prepared and uploaded e-invoices for major buyers, including Kohl's and Gloria Vanderbilt, ensuring timely payments.
- Collaborated with international agents and Li & Fung Limited across multiple locations to manage export orders and resolve payment-related matters.
- Facilitated container bookings and worked with freight forwarders to achieve cost-effective shipping solutions.

PAST WORK EXPERIENCE:

Mar' 2007 - Sep'2010

(3 Year's 6 Month's)

Worked as **Shipping Documentation Executive & U.S.A. Customs Compliance Specialist** with -
Classic Fashion Apparel Industry Ltd., Jordan (Garment Manufacturer)

Key Result Areas:

- Managed high-volume export shipments, coordinating logistics for US and EU garment brands under strict timelines.
- Collaborated with Jordan Customs to arrange raw material inspections and submitted comprehensive manufacturing reports to support export compliance, particularly under FTA and QIZ documentation requirements.
- Ensured bank guarantees remained balanced by documenting and verifying all stages of production & product materials consumption from customs to bank, from material import to final export.

U.S.A. Customs Compliance – Jordan Free Trade Agreement (FTA) regulations

- Prepared and submitted comprehensive manufacturing process documentation to U.S.A. Customs, ensuring compliance with U.S.-Jordan Free Trade Agreement (FTA) regulations.
- Maintained detailed records of the entire garment production process, including:
 - Coordinated with suppliers to obtain necessary certificates and compliance documents for raw materials and components.
 - Material Issuance and Supplier Documentation: Verified and submitted supplier invoices, purchase orders, and material certifications.
 - From Store to Cutting and Production Reports: Documented stages of garment cutting and sewing processes
 - Production Workflow Reports: Provided detailed timelines and production schedules for each stage of manufacturing.
 - Labor Records: Compiled payroll details, overtime logs, and employee attendance to demonstrate compliance with labor standards.
 - Ensured traceability and transparency in the supply chain by maintaining audit-ready records of production inputs and processes.
 - Responded to customs inquiries, audits, and inspections, ensuring timely and accurate submission of all required documents.
 - Collaborated with factory teams to streamline documentation workflows and reduce submission errors.

CORE COMPETENCIES:

- ❖ **Export-Import Operations:** Skilled in managing all tasks related to export and import, including preparing documents, handling customs clearance, and ensuring smooth shipments.
- ❖ **Logistics Management:** Good at working with shipping lines, transporters, and customs agents to deliver shipments on time and within budget.
- ❖ **Customs Compliance:** Knowledgeable in meeting customs and government rules, including Free Trade Agreements (FTA) and duty exemptions.
- ❖ **Vendor and Freight Negotiations:** Experienced in getting the best rates from transporters, freight companies, and banks to save costs.
- ❖ **Banking Operations:** Familiar with handling export documents, securing invoice payments, and working with banks like HSBC, SCB, and Citibank for smooth transactions.
- ❖ **Production and Material Reports:** Skilled in creating reports for garment production, material usage, and labor for customs and bank requirements.
- ❖ **Team Coordination:** Can easily work with teams, suppliers, and officials to finish work on time without issues.
- ❖ **Garment Industry Expertise:** Hands-on experience in garment export logistics, from raw materials to delivering finished products to clients.
- ❖ **Trade Portal Experience:** Experienced in using online tools like Dubai Trade Portal for customs and shipment processing.

- ❖ **Problem Solving:** Quick at solving issues like shipment delays or payment problems and ensuring work continues smoothly.

KNOWLEDGE PURVIEW:

- ❖ **Customs and Free Zone Clearance:** Experienced in handling customs clearance for both free zones and regular areas using online tools like Dubai Trade Portal.
- ❖ **Freight and Shipping:** Good at negotiating freight charges for road, air, and sea shipments, including container (FCL) and smaller loads (LCL).
- ❖ **Export-Import Documentation:** Skilled in preparing and submitting documents like invoices, packing lists, certificates of origin, and bills of lading for smooth shipments.
- ❖ **Banking and Payments:** Experienced in dealing with banks to process export documents, secure payments, and negotiate funding options for shipments.
- ❖ **Shipment Coordination:** Can handle all kinds of shipments, whether it's free zone transfers, GCC deliveries, or exports outside free zones.
- ❖ **Government Procedures:** Well-versed in working with customs, Dubai Chamber, and other authorities for duty exemptions, gate passes, and certificates of origin.
- ❖ **Cost Optimization:** Skilled in finding cost-effective solutions for transport, logistics, and document processing.
- ❖ **Garment Industry Compliance:** Knowledgeable in export rules for garments, especially for shipments to the US and EU under Free Trade Agreements.

ACADEMIC DETAILS:

- ❖ B.Com. from Pune University in 2006

IT SKILLS:

- ❖ **Proficient in Microsoft Office Suite:** Experienced in using MS Office versions 2003, 2007, 2010, 2013, 2016, 2019, and Office 365 for tasks like documentation, data analysis, and presentation
- ❖ **Operating Systems:** Skilled in working with Windows XP, 7, 10, and 11.
- ❖ **Trade Portals:** Proficient in using Dubai Trade Portal, E-Mirsal II, and other customs clearance tools for efficient import-export operations.
- ❖ **Export Documentation Software:** Expertise in preparing and managing export documents, including e-invoices and declarations.

LANGUAGES KNOWN:

- ❖ Arabic | English | Hindi | Marathi | Malayalam-Basic

PERSONAL DETAILS:

Full Name	:	Mr. Vishal Tulshidas Kharat
Gender	:	Male
Status	:	Married
Date of Birth	:	25 th July 1985
Religion	:	Hindu
Nationality	:	Indian
Hobby	:	Snooker, Movie, Music, Technology Gadgets.
Passport No.	:	M0556510
Driving License	:	Yes (UAE)
Available/Notice period.	:	10 Days.

Declaration:

I hereby declare that the above facts given by me are true to the best of my knowledge and belief.

Vishal T Kharat.