

**Mr.Shivaraj Shelar**

**Ap-Yelimunnoli Tq-Hukkeri**

**Dist- Belagavi**

**Mob: +91 9535382941**

**Email: shivaraj.shelar97@gmail.com**

#### **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 work in 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 3 years of experience in the Imports, export logistics and 1 year Purchase dept. In the same organization. 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 Filing.
- 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:**

<b>Course</b>	<b>Institution</b>	<b>Board/University</b>	<b>Year of passing</b>	<b>Percentage%</b>
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: