**Curriculum vitae**  
  
**INGLE AJITKUMAR DAGADU**  
Room No.Nx-72, Gokhale Nagar,

Opp. I.I.T Main Gate,  
Powai, Mumbai 400 076.

Email: ajitkumar.ingle@ymail.com  
Contact no. 08879055828 / 08805094600  
  
**Objectives**To be associated with a reputed professionally managed organization where knowledge and skills are given first preference to deal with the challenging jobs, and to provide value added contribution for the growth of self and the organization through continuous urge for learning with dedication.

**Professional Qualifications**

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| --- | --- | --- | --- | --- |
| **Name of Course** | **Board University** | **Institution** | **Year of Passing** | **Pass Class** |
| MBA (International Business) | Pondicherry University | Department of Management Studies, Pondicherry University | 2009 | 57.52% |
| Custom Clearance & Freight Forwarding | Mumbai University | Garware Institute of Career Education & Development | 2006 | 60.10% |

**Educational Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Course** | **Board University** | **Institution** | **Year of Passing** | **Pass Class** |
| B.Com | Mumbai University | Institute of Distance Education, Mumbai University | 2005 | 42.14% |
| H.S.C | Maharashtra State Board | D.A.V College, Mumbai | 2001 | 54.50% |
| S.S.C | Maharashtra State Board | Powai English High School, Mumbai | 1999 | 54.00% |

**Work Experience**

**Company Name**

01st June 2014 with M/s. **Biltube Industries Ltd**

**Designation**

**“Assistant Manager Shipping”**

**Key Job Responsibility**

Responsible for order processing and correctness of shipping documents based on LC, DP, DA credit terms as per order placed with customers.

Handing L/C shipments i.e. LC application, Amendments & contract order.

Checking and processing of LC amendments as per requirement.

Coordination with the foreign Principals for order confirmation, & expected date of availability of goods, pending order details.

Interfacing and coordinating independently with client & shipping lines and customers through phone/email on solving various issues.

Coordination with production unit for container stuffing (LCL/FCL)

Timely preparation of shipping documents based on the readiness of export product at respective plants.

Tracking export shipments till customer end to ensure desired transit lead time.

Interaction with All overseas customers as’ Customer Contact’ to satisfy their needs.

Releasing RFQ for export Freight quotations and preparation of comparison charts.

Interaction with Freight Forwarders and Clearing Agents for timely export dispatches.

Interaction with Chamber of Commerce, Customs Authorities, Export Inspection Council and Licensing Authority (Director General of Foreign Trade ) for various documentation required and formalities completion.

Communicate with export related authorities, and customers and suppliers, in all relevant territories and countries, as necessary to ensure efficient, positive and lawful relations, support and activities.

Formalities and Documentations to obtain Export benefits like and Duty Drawback, EPCG, FPS, MEIS etc.  
Coordination with customers / overseas offices for arranging materials & dispatch of materials.

Coordinating with Clearing Agents / Liners / Transporters for their service bills and scrutinizing & accounting the bills for payment as per the agreed quotes & contract.

Communication with Customers, Export documentation & payments.  
Major objective will be to respond to customer enquiries, prepare offers, Enquiry Follow up.

Interfaces with foreign suppliers, procurement, international product supply, international trade R&D, product safety, overseas affiliates, foreign distributors and logistics/brokerage suppliers to provide information on product classification, valuation, country of origin, licensing and marking requirements.

**Company Name**

30th September, 2013 to June 2014 with M/s. **Dharni Sampda Pvt Ltd**

**Designation**

**Assistant Manager Exports**

**Key Job Responsibility**

Coordination with the foreign Principals for order confirmation, & expected date of availability of goods, pending order details.  
Coordination with customers / overseas offices for arranging materials & dispatch of materials.

Handing L/C shipments i.e. LC application, Amendments & contract order.

Checking and processing of LC amendments as per requirement.

Maintaining proper LC track reports.

Handling all LC related issues related to Import Letter of Credit.

Submission the bill of entry against final LC payment.

Handling all banking activities including, L/Cs, retirement of documents from bank, A1 form / A2 form, etc.

Taking best rates from cargo clearing agents, Shipping Companies Freight Forwarders.

To Monitoring the Shipments, Coordination with the CHA/Liners for release of Bill of Lading/Airway.

Coordinating with Clearing Agents / Liners / Transporters for their service bills and scrutinizing & accounting the bills for payment as per the agreed quotes & contract.

To respond to export enquiries, send offers, Back Office - Post Order Activities, Communication with Customers, Export documentation & payments  
Major objective will be to respond to customer enquiries, prepare offers, Enquiry Follow up.

Releasing Bill of Lading/Switch BL.

Interfaces with foreign suppliers, procurement, international product supply, international trade R&D, product safety, overseas affiliates, foreign distributors and logistics/brokerage suppliers to provide information on product classification, valuation, country of origin, licensing and marking requirements.

**Company Name**  
1st December, 2011 to August 2013 with “**M/s.** **Hathway Cable & Datacom Ltd”**

**Designation**

**“Assistant Manager – Commercial”**

**Key Job Responsibility**

Handing L/C shipments i.e. LC application, Amendments & contract order.

Handling all LC related issues related to Import Letter of Credit

Coordination with the foreign Principals for order confirmation, & expected date of availability of goods, pending order details.

Taking best rates from cargo clearing agents, Shipping Companies Freight Forwarders.

Coordination with CHA for pick up the material from foreign principals cost of freight/insurance, ETS, ETA.

Coordination with customers / overseas offices for arranging materials & dispatch of materials

Interfaces with foreign suppliers, procurement, international product supply, international trade R&D, product safety, overseas affiliates, foreign distributors and logistics/brokerage suppliers to provide information on product classification,

To Monitoring the Shipments, Coordination with the CHA/Liners for release of Bill of Lading/Airway.   
Knowledge of SAP system / similar ERP

Creation of Purchase Order in SAP& handle related Documentation Verification of Vendor Invoices

Placing Orders and Releasing purchase orders

Verification of documents, monitoring PO wise/Principal wise tracking of goods.

Monitor the import consignments while received at works or not at the same time I will instruct to them to make the GRN.

Handling all banking activities including, L/Cs, retirement of documents from bank, A1 form / A2 form, etc.  
Submission of relevant documents received from overseas supplier to CHA after verification for the same.

Submission the bill of entry against final LC payment.

Daily involvement in operations to ensure and effective execution of office activity  
Coordination with bank for Remittance of Import Bills  
Sorting the import related problems and giving necessary instruction  
Coordinating with Clearing Agents / Liners / Transporters for their service bills and scrutinizing & accounting the bills for payment as per the agreed quotes & contract.  
  
**Company Name**15th May, 2009 to Nov 2011 with **“M/s. Shiva-Vani Oil & Gas Exploration Services Ltd”**  
**Designation**  
“Executive - Import Export”  
  
**Key Job Responsibility**Coordination with the foreign Principals for order confirmation, & expected date of availability of goods, pending order details.  
Coordination with customers / overseas offices for arranging materials & dispatch of materials   
Verification of documents, monitoring PO wise/Principal wise tracking of goods.  
Daily involvement in operations to ensure and effective execution of office activity.  
Maintain and share with colleagues as appropriate, personal knowledge of all relevant import/export law and procedures; tariffs and duties; licences and restrictions.  
Prepare and submit relevant administration in a timely and accurate manner, for example: shipping schedules; licences; declarations; packing, routing, transport and safety documentation.  
Manage the movement of products/equipment/materials in and/or out of the country in accordance with organizational policy and procedure, and to comply with relevant local, country and international law and process.  
Making bank payments towards import shipments  
Coordinate with Site and ensure timely delivery of materials.  
Coordination with CHA for pick up the material from foreign principals cost of freight/insurance, ETS, ETA.  
To get the Flight schedules & Vessel sailing information  
Coordination with bank for Remittance of Import Bills  
Sorting the import related problems and giving necessary instruction  
Coordinating with Clearing Agents / Liners / Transporters for their service bills and scrutinizing & accounting the bills for payment as per the agreed quotes & contract.  
Follow up with Airlines / Shipping lines / Consol agents for shipment status.  
Planning for timely import of materials.  
Monitor the import consignments while received at works or not at the same time I will instruct to them to make the GRN.  
To Monitoring the Shipments, Coordination with the CHA/Liners for release of Bill of Lading/Airway.   
Taking best rates from cargo clearing agents, Shipping Companies Freight Forwarders.  
Following up with Transporters & Courier companies to ensure timely delivery & track the status of shipment.

**Company Name**10th January, 2007 to 08th May, 2009 with **“M/s. Lasons India Pvt Ltd”**

**Designation**“Executive – Export”  
  
Key Job Responsibility  
Keeping the records as per the shipments Advance Authorisation / DEPB documents separately.  
Online applications for Advance Authorisation, DEPB.  
Maintaining the records of shipments made against each Advance Authorisaton.  
Separately and prepare the applications for value enhancement, EO period extension and revalidation whenever necessary.  
Preparing various statements for Customs Logging and Audit of Exports and application for redemption of Advance Authorisaton after fulfillment of EO to JDGFT and follow up till redemption.  
Coordination with DGFT for compliance of DEPB/DEEC matters.  
Preparing BRC(s) and prepare online application for insurance policy.  
Pre and Post shipment documentation.  
Arranging GSP, COUNTRY OF ORIGIN CERTEIFICATE from IMC  
Preparing document of proof of export, Rebate.

To respond to export enquiries, send offers, Back Office - Post Order Activities, Communication with Customers, Export documentation & payments  
Major objective will be to respond to customer enquiries, prepare offers, Enquiry Follow up.

Coordinating with CHA, AirIines, Shipping Lines and liason with Govt. agencies. Such as Customs, Central Excise, Export Inspection Agencies.  
Through knowledge of Export-Import policy for clearance

Releasing Bill of Lading/Switch BL.

Taking best rates from cargo clearing agents.  
Have the ability to independently handle the unit its various departments and control the staff  
  
**Company Name**  
05th May, 2005 to 05th January, 2007 with **“M/s. Fast Forward Cargo International”**  
  
**Designation**  
Executive – Import Export  
  
**Key Job Responsibility**CUSTOM PASS HOLDER CUSTOM PASS NO. 191  
Coordinating with shipping company for IGM, Transporter, Port, Clients and Freight Forwarders  
Arranging Deliver Orders of container from shipping companies, Freight Forwarders  
Arranging Deliver Orders from shipping companies  
Arranging GSP, COUNTRY OF ORIGIN CERTEIFICATE from IMC.  
All documentation (pre-post shipment) related to IMPORT, EXPORT Clearance  
Very well versed with Custom Procedure and Export Import Policy  
Handling clearance for import and export shipments till Shipped on board  
Through knowledge of computer and internet  
Liaison with statutory authorities and government bodies  
Total responsibility of all issues related to logistics

**COMPUTER SKILL\EDUCATION**Platforms Worked on: Windows 98, 2000, MS-DOS. Office 98, Internet  
From KARROX TECH.LTD. Ghatkopar Branch, Mumbai

**About Myself**  
I am soft spoken with pleasing personality and believe in doing my job with full honesty and time limit doesn`t matter when work is there. I have combination of Managerial, Team Leadership, managing team independently, Supervisory skills, client relationship skill, good team management skills. I have ability to multi-task, ability to cope with fast turnaround times. I have creative and innovative thinking. Have a strong urge & ability to learn fast about product & industry worked with. And want to travel extensively abroad so can easily handle foreign assignment.  
  
Place: Mumbai  
Date:  
  
  
Signature  
(Ajitkumar. Ingle)