

KAMLESH. Y. PUTHRAN.

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CARRIER OBJECTIVES :

Looking ahead to work in a professional, growth-oriented organization, wherein one can make significant contribution to the success of the organization. Seeking a position that involves creativity, challenges and that provides me an opportunity to constantly strive to explore, innovate & excel in attaining organizational and individual goals.

STRENGTHS :

Hardworking and Persistent with Good Communication Skills. Punctual at work, self-motivated & having a passion to succeed. Good team player, also individually takes up responsibilities. Positive Attitude & Innovative Thinking. Willing to try new things & am interested in improving efficiency on assigned tasks.

ABILITY :

I am confident of my ability to work in a team with full cooperation & motivation & to get the job done on time.

Current Employment:- LOOKING FOR GOOD OPPORTUNITY

Previous Employments:-

- 1) **LYKIS LTD, MUMBAI AS GENERAL MANAGER- OPERATION**
JUNE'2023 to November 2024
- 2) **SOUJANYA COLOR PVT LTD, NAVI MUMBAI AS SR. MANAGER- EXIM**
June'2022 to JUNE'2023 handled TEAM of 8.
- 3) **VISWAAT CHEMICALS LTD., MUMBAI AS A.G.M - EXIM**
MAY'2021 to June'2022, handled TEAM of 5.
- 4) **STAR GROUP, as GENERAL MANAGER – EXIM OPERATION**
Aug'2019 to May'2021, handled team of 6.
- 5) **HINDOOSTAN MILLS LTD., as SR. MANAGER (EXIM)**
Jan'2016 to August'2019, handled team of 6.
- 6) **PIX TRANSMISSIONS LTD., as Dy. MANAGER (EXIM)**
Jan'1996 to Jan'2016, handled team of 6.
- 7) **Eupharma Laboratories Ltd.,as Export Executive**
July'95 to Jan'96.
- 8) **Mayur Dye Chem Ltd., Mumbai as Office Assistant**
Jan'95 – June'95.

Nature of Job :

Negotiating freight with Shipping Lines, Forwarders, Transporters and entering into an agreement as per the agreed terms.

Checking the planning shared by team members for mix cargo to be stuffed at warehouse for correctness to avoid availability of any empty space in container and avoid buyers complaint.

Timely placement of containers at suppliers place/warehouse for stuffing of cargo and gate in of containers on time after proper custom clearance.

Chasing team regularly for completion of given task i.e. Planning, placing booking with shipping lines/forwarder, placing container for stuffing, sharing pre-shipment documents with CHA, submitted SI, ISF for USA shipments, checking of BL draft & release of BL, forwarding Post shipment documents to Bank/Buyer as per payment terms, application and closure of incentive schemes i.e. Advance Licence, EPCG, RoDTEP, DBK etc., updation of MIS and also final daily update from each team members before EOD.

Resolving issues as and when arises which team members cannot resolve at their end.

Getting self-updated on matters related to DGFT, Customs, Banks on regular basis.

Checking and approving the vendors bills for onward submission to accounts and release of payment on due dates.

Keeping regular check on inventory at warehouse, dispatch of cargo from suppliers, non-receipt of payments from buyers against exports on due date.

Assisting entire team for below listed work and updating management regularly

- Coordination with Factory/Sales & Marketing /Suppliers for timely dispatch.
- Planning and monitoring inbound and outbound deliveries.
- Responding to any issues or complaints.
- Researching ideal shipping techniques, routings and carriers.
- Container planning by consolidating various materials with different dimensions in single unit i.e. 20', 40'GP, 40'HC, FT, OT etc.
- Freight negotiation Shipping Lines & Forwarders for LCL, FCL (20' 40', Refer, OT, FT, Tanker & Air Shipment.
- Selecting Carriers and Negotiating contract, rates and entering into an agreement.
- Arranging inspection schedule with THIRD PARTY INSPECTION AGENCIES i.e.SGS, BIVAC.
- Co-ordinating with team for timely preparation of Pre Shipment Documentation and sharing with CHA for filing of S/Bill.
- Negotiation with CHA/Transporter and entering into an agreement as per agreed terms.
- Co-ordinating with team for timely preparation of Post Shipment Documents i.e. Draft Bill of Lading, COO, SI, CNCA, ECTN, Inspection Report, Insurance Certificate and sharing with Bank, Buyers etc.
- Follow up with CHA, Shipping Line, Forwarder, Transporter etc. for bills.
- Checking all the vendor bills and approving the same as per the agreed terms & condition.
- Handled DRI cases.
- Applying and Renewing ECGC Policy and submission of Monthly Declaration to ECGC .
- Applying for various incentive schemes like Advance Licence, EPCG License, DFIA, RoDTEP, ROSL, Norms Fixation, Redemption, Bond Cancellation etc.
- Applying / Renewing of ISO Certificate, Status Holder Certificate, AEO status etc.
- Applying for Factory Stuffing Permissions, E-Seals, Self-sealing Permission, EPC Registration and Renewal.
- Maintaining MIS.
- Forwarding Shipment details and Documents to Bank /Overseas Buyers as per the agreed terms i.e. Advance, DA, CAD, LC etc.
- Checking online Drawback & GST payment and updating accounts with reconciliation.
- Getting EBRC issued online on DGFT website after receipt of payment from buyers.

- Forwarding bills of various vendors to accounts department for booking after approving.
- Getting payment release from accounts on due date for all vendors.
- Submitting application and required documents for opening of Letter of Credit to Banks, checking the draft and confirming and maintaining Limit.
- Forwarding import documents to CHA and getting the status of the consignments and instructing them to clear the import under specific scheme.
- Arranging to get BRO and documents released from bank after making payment and forwarding it to CHA for filing Import Bills of Entry.
- Arranging Duty payment for import shipments arrived as per received Import Bills of Entry and forwarding duty paid receipt to CHA for further action.
- Arranging for transportation from port to factory / warehouse after negotiation.
- Chasing for Import document after clearance alongwith bill from CHA/Forwarder/Transp
- Checking bills received and forwarding it to accounts department for release of payment on due date.
- Updating MIS statement for all import shipments arrived and cleared from port and future expected ones.
- Receiving Tax Invoice from supplier with GST @ 0.1%, 5%, 18% etc.
- Regularly checking the inventory and updating the management.
- Arranging Audit of warehouse to cross check the record and physical cargo.
- Resolving Drawback queries raised by Custom officials.

KEY ACHIEVEMENTS:

Reduced the BL/SB amendment charges – by preparing and properly checking documents before finalizing.

Reduced the demurrage/detention / Buffer cost – by timely placing container for stuffing and timely gate in with requisite documents.

DGFT & Custom matters: Resolved complex issues of Customs and DGFT which was pending for long time and could not be closed by the earlier employee through agents/consultants and saved costs for the company.

Saving in sea freight : by negotiating and paying the freight in FC to Shipping Line.

Saving in Transportation : by negotiating with different transporters and getting into an agreement as per agreed terms and conditions.

COMPETENCIES:

Quick learning, adapt changes and handle work with pressure. Managing relationships with team members, colleagues, vendors, suppliers, buyers and working efficiently. Committed to meeting deadlines and schedules.

ACADEMIC QUALIFICATIONS :

PGDM (MBA) (Welingkar Institute) 63%

B.A. from Sikkim University – 71.4%

Master in Business Administration (MBA) from UBI, Brussels - 62.92%

Software Programming – N.I.I.T.

Diploma in Import-Export Management - 58%

Diploma in Business Management - 58%

EVENTS:

- Industrial visit to Nitco Industries, Alibaug through Welingkar

- Industrial visit to Asian Colors, Khapoli through Welingkar
- Industrial visit to Parle Biscuit Co., Khapoli through Welingkar
- Workshop on exploring inner self through Welingkar.

Sex : Male

Date of Birth : 18th July 1974

Marital Status : Married.

Children : Daughter studying in Final year

Languages known : English, Hindi, Marathi, Gujarati, Kannada & Tulu