

## **Mrs. Kirti Kiran Nachare.**

406, Jinish Apt., Near old post, J.B. THAKUR MARG,  
BHAYENDER (WEST) MOB: 9870832495  
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### **OBJECTIVE**

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To obtain a challenging and performance oriented senior level position enabling to utilize my skill to the best of my ability and work in an environment potentially conducive to growth.

### **WORK EXPERIENCE**

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#### **Organization&Details: -**

#### **Designation: Sr. Ex. Import& Export / Logistics :**

1.Worked with Gangwal Chemical Pvt. Ltd., Baranze Mumbai, as ExecutiveIMPORT/EXPORT/LOGISTICS from16th Oct,2014 to till 01st June, 2022

Designation:Asst. Manager Import / Purchase

2.Worked with Bhagwati Group of Companies, Mumbai,as ASST. MANAGER IMPORT/PURCHASE from06th Feb,2012 to till 31stMarch,2014

Designation: Import Executive

3.Worked with Shah Brothers Ispat Pvt. Ltd., Mumbai, as Sr. Logistics Executive from07th Sept,2003 to till 05th Jan,2012.

**Duration:**From September 2003 to Jan 2012

#### **JOB RESPONSIBILITIES :**

##### **IMPORT EXPORTEXECUTIVE:**

- ☒ Documentations - Pre-shipment & Post Shipment.
- ☒ Import& Export operations of the organization, Import& Export Shipments keeping compliance with custom laws, notifications, tariffs, and EXIMpolicy.

##### **Pre-shipment:**

- ☒ Establishing Letter of Credit and Amendment, CAD payments and Foreign Draft applications with banks.
- ☒ Co-ordination with Shipper for pre shipment documents (draft) to proper Documentation before Clearance.

## Post-shipment:

- ☒ Managing import export shipments independently from Origin (Shipper) to their destinations at most effective cost
- ☒ Co-ordination & monitoring each purchase order with overseas suppliers for Proper documentation & following up for current orders to ensure timely deliveries to end customer
- ☒ Co-ordination with Clearing Agent/Freight Forwarder Shipping Company/Banks/Finance Dept./ Sales as per projects.
- ☒ Tracking/ Monitoring the shipment till it reaches the destination and notifying the same to Marketing/Sales department & warehouse.
- ☒ Coordination & smooth communication flow with sales & regional / warehouse teams on time reconciliation activity.
- ☒ Knowledge of the formalities of High-seas Sale / Bond Transfer /EOU unit clearance.
- ☒ Arranging Ex-Works, FOB shipments & TCL shipments with FCL & LCL shipment.
- ☒ Planning & procurement related activities for assigned suppliers.
- ☒ Maintaining records of LC Due date/Bill of entries.
- ☒ Coordinating with finance for vendor service provider's bills booking & Responsible to check the payment has been done on due consideration with Finance dept.
- ☒ Maintaining records of Stock/ Inventory Management.
- ☒ Inventory management & planning to meet inventory targets.
- ☒ Arranging Buyers credit /Insurance & claims.
- ☒ Negotiating with transporters, shipping line, Shippers, CHAs, Freight Forwarders, etc.-seamless and cost-effective movement of consignment. To minimize the supply chain costs and develop cost effective operation.
- ☒ Managing Import Focus / MEIS licenses.
- ☒ Preparing MIS / daily & monthly follow-up reports, daily operations of Each consignment monitoring & tracking logistics performance.
- ☒ Applying Bank Release Order (BRO)/Acceptance of Negotiable documents and submission of Exchange Control Bills of Entries to Finance.
- ☒ Experience towards EXIM process
- ☒ Good understanding of imports in any FACILITY & smooth custom clearance process.
- ☒ Streamline import shipping processes.
- ☒ Costing –CIF, FOB, EX-WORKS with LCL & FCL shipment.
- ☒ To minimize the supply chain costs and develop cost effective operation.
- ☒ Action plan on Open purchase order, availability & inventory for assigned supplier.
- ☒ Preparing Packing List / Invoice / SLI /LABEL/Form SDF/Non Hazardous Cert/ Export Value Declaration in Exports
- ☒ Samples ordering & coordinating with shipper & custom agent on time delivery at Plants.
- ☒ Providing proper documents to QA/RA team for getting NOC's from various Departments.

### **Skills**

- Good computer knowledge with MS office (Word & Excel etc.)
- Experience in SAP Module
- Positive & process oriented approach in work.
- Good Team Player & social, teamwork
- Honest, self-motivated & self-starter.
- Leadership & Presentation skill
- Problem-solving, make it happen attitude, Flexible in working
- Fast Learner
- Good communication and interpersonal skills, ability to work in teams.
- Independent problem solving ability, focus on structural solutions

### **EDUCATION :**

- ☒ SyB.COM from Mumbai University in 1999.

### **LANGUAGES :**

- ☒ English, Hindi, Marathi

### **PERSONAL PROFILE :**

☒ D.O.B : 13<sup>th</sup> MARCH 1980

☒ MARITAL STATUS : MARRIED

☒ COMPUTER PROFICIENCY : MS OFFICE & EXCEL, SAP & INTERNET  
SAP : SD MODULE ; Any ERP Module.

☒ CERTIFICATE COURSES :

\* Import & Export Management from IIEEM.

\* Supply chain Management from ETTI.

Place : MUMBAI

Mrs. Kirti Kiran Nachare

Latest CTC : As per company policy

Notice Period : Immediately