

Mayur O. Thakur

Seasoned professional with 7 years of experience. , Expert in EXPORT documentation , Manufacturing Operations(Production flow + COMPLIANCE) , Inventory management, Local and export dispatch , OPEX , Audit team member

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Personal Details

Date of Birth: 1988-03-02

Total years of experience: 7

Work Experience

Haren Textiles Pvt Ltd - Mumbai, Maharashtra November 2018 to Present

EXPORT documentation , Manufacturing Operations(Production flow + COMPLIANCE) , Inventory management, Local and export dispatch , OPEX , Audit team member

Current work Responsibilities at Haren Textiles Pvt. Ltd.

EXPORT & IMPORT

- Managing Export documentation and operations for Export business of the Company
- Handle Import & Export documentations (BL / Packing List / Invoices / COO/checklist/airway bill.)
- Process and submit import L/C application to the bank, review export L/C and request amendments if any.
- Coordinate with suppliers and/or their agent for documentation & shipping requirement.
- Check shipment status and inform sales / customer of the status timely.
- Constantly co-ordinate with global CHA and Forwarder teams to ensure timely delivery of the commodity.
- Communicate with appropriate internal/external customers, including trading desks, loading facilities, freight forwarders, brokers, vendors, and customers
- Ensure timely processing of export shipments.
- Solving queries related to customs, GST & other departmental proactively.
- Create, assemble, and present applicable export documentation required per country specific destination in accordance with export laws and regulations
- Insurance compliance of Export shipment.
- Book export courier shipment Aramex/DHL/FedEx as per requirement of customer. Maintain export files in an organized system
- Support cross-functional departments involved in Export business transactions Ensure compliance with export laws and regulations.

PRINTING DEPARTMENT PRODUCTION LEADER.

- Maintain print fabric quality with standards
- Active Coordinate with Design team, production team and merchandiser for resources optimization. Focus to FIFO method to avoid unwanted inventory.
- Issued fabric for printing follow up.
- Planning for new season sampling and production orders. Work with designers in their design d developments.
- Work on buyer inspiration for new prints & new development. Maintaining all necessary MIS for record purpose PRINTING RELATED.
- Plan and develop PRINT DEVELOPMENT strategies that balance customers' expectations and company's objectives
- Handling Supply/production problems as they arise Daily follow-up of new developments.
- Maintain stock, WIP (PAPER,INK, FABRIC ETC.) Daily sampling courier work
- Develops a work environment that positively motivates the operators
- Manage workflow on the production floor.
- Provide strategic planning solutions to increase productivity for processes.
- Share KPI metrics with Leads and Operators to fully understand expectations and goals.
- Manage all machine maintenance(AMC), issue work-orders for any machine issues immediately.
- Partner with quality control to create SOPs for the area, continue to look for opportunities of improvement.

DISPATCH / WHERHOSE MANAGMENT

- Physical checking of finished goods as per production report received from production department
- Final shipping mark stickering on master carton of finished goods and generate report of the same
- Follow up of the pending finished goods from production to be dispatched
- Match the balance to produce report with balance shipping mark stickers
- Prepare and maintain challan file of finished goods received from other units
- Co-ordinate with export executives for any replacement or changes in final document, shipping mark label format, packing list etc.
- Co-ordinate with production in-charge and production planning for pending finished goods to be dispatched

GRS COMPLIANCE

- Generate quality control sheet/Mass balance sheet GRS compliance for Transaction certificate Generate Transaction certificate for recycled yarn
- Maintain Traceability file.
- Track the Traceability of recycled yarn.
- Track GRS-related MIS data

Pandora stretches ceiling(Barrisol) - Mumbai,

Export Sales Coordinator

September 2016 to December 2018

- Develop a growth strategy focused both on financial gain and customer satisfaction
- Conduct research to identify new markets and customer needs
- Arrange business meetings with prospective clients
- Promote the company's products/services addressing or predicting clients' objectives
- Prepare sales contracts ensuring adherence to law-established rules and guidelines
- Keep records of sales, revenue, invoices etc.
- Provide trustworthy feedback and after-sales support
- Build long-term relationships with new and existing customer
- Control and supervisor of operations on the project
- Expert in MIS data and Mailing
- Having the top and best architects' data
- Having pan India architects' connections
- Handling all projects operations
- Team as well labor management on site

Education

PGDBM in Business Marketing and Finance

University of Mumbai - Mumbai, Maharashtra

Skills / IT Skills

- Organizational skills (5 years)
- Leadership
- Communication skills
- Records management
- quick learner
- Microsoft Office
- Administrative experience
- Microsoft Office, MIS data expert (5 years)
- Advance Excel, Expert in preparation of MIS DATA, MAILING (7 years)
- ERP (5 years)

Languages

- Marathi - Fluent

- English - Fluent
- Hindi - Fluent
- Gujarati - Intermediate

Certifications and Licenses

Produced 8 valuable kaizens for the company