

RAJITHA.R

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Visa Status: Visit Visa



Seeing Assignment in Export Import with an organization of repute

SCHOLASTICS:

- **S.S.L.C** from Educational Board of Kerala board of Education in the year of 1999
- **PreDegree** from M.G. University in the year of 2001
- **Bachelor of Arts** from M.G. University in the year of 2004

IT SKILLS:

- Completed Post Graduate Diploma in Computer Applications.
- Good computer knowledge of MS office, Internet & E-mail

ORGANISATIONAL EXPERIENCE: (14 year)

February 2016–August 2023: Sr. Export Executive, **A2Z FILTRATION SPECIALITIES PVT LTD, Gurgaon.**

November 2012–May 2014: Export Executive, **Corset Wholesale Ltd, Gurgaon.**

November 2006–October 2012: Export Executive, **A2Z FILTRATION SPECIALITIES PVT LTD, Gurgaon.**

Job Profile: Export Documentation

- Follow up for orders with various customers.
- Follow up for payment with various customers.
- Preparation of Work Orders, Processing Orders, etc.
- Preparation of Dispatch Documents–Export & Domestic.
- Prepare Export documentation invoice and packing list.
- L/C related documents.
- Approving check list of shipping bill provided by CHA.
- Calculation and comparison of freight for exporting of goods by sea or by air
- Co-ordination with custom clearance agent for the clearance of shipment.
- Coordinating with freight forwarder for all documents and vessel booking.
- Foreign exchange transaction entries and adjustments, preparation of foreign exchange remittance documents (E-BRCS).
- Check shipping bill on DGFT and IECGAT E portal.
- Preparation of GSP and COO on DGFT portal.
- Domestic: Sales Invoice, Packing List and other related documents as Per Customer's requirement and Arranging Transportation.

Post Shipment:

- After sales export documentation, Updating & Maintaining Records of files, B/L, Airway bill, Fumigation, Certificate of Origin etc..& as per buyer requirements. Freight Negotiation, Releasing dispatch schedule of sea & air shipments.
- CHA payment processing & Follow up with Finance Department for payment remittance
- Coordination with CHA to ensure smooth delivery of import consignment.

Others:

- Updating & Maintaining Records of Files.
- Maintaining Pending order statement and pending payment list.
- Updating Export details.

Seminar attended:

- One day Creativity & Innovation
- One day Telephone Etiquette
- One day Business Writing

Interests & Hobbies:

- Listening Music, Reading, Travelling etc...

Personal details:

Date of birth	10-05- 1984
Sex	Female
Nationality	Indian
Religion	Hindu
Marital status	Divorce
Languages Known	English, Hindi, Malayalam
Salary	Negotiable

Passport details:

Passport #	T5550581
Date of Issue	10-05-2019
Date of Expire	09-05-2029
Place of Issue	Kerala - India

Changanacherry

Date:

Rajitha.