

Curriculum Vitae

Mohit kumar

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Performing the best out of my skills, knowledge and experience for the organization while contributing to organizational goals and try to reach at a position where my decision contribute towards growth of organization.

Currently Working: Sharda Exports Pvt Ltd

Work Experience:-

Dec 2015-Till Date

About Organization:-

Sharda Exports is a premier manufacturer & exporter of home fashion, Company has high manufacturing capacity with good quality and has esteemed overseas Buyers to enhance turnover of the company. **Sharda Exports** has very professional environment.

Current Designation: Export/Shipping Executive

Job Responsibilities:-

- To maintain all GR Documentation.
- Preparation of all Excel Reports.
- To maintain the all BRC and Daily wise check Payment status of overseas Buyer & talk with Bank Regarding the Payments
- Follow up LC payments.
- To Maintain the All License Status which is come in under Government Scheme in MEIS
- Maintain the duty Draw back sheet.
- To Maintain the all Export Documentation (**INVOICE , PACKING LIST ,BILL OF LADING COC, GSP ,SHIPPING BILL)**
- Dealing with bank for all related transaction (Collection, FIRC, BRC, Document etc.)
- Looking the same cases as miss matches the details of remittance in FIRC by the bank.
- To Maintaion the Incentive Which is Come in Govt.MEIS (Merchandise Exports India Scheme).
- Pre – shipment documents and post shipment documents.
- Taking after all payment related matter & query with bank & get the BRC's after payment receipt.
- To maintain the all GST invoice .

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EDUCATIONAL QUALIFICATION :

M.B.A from U.P.T.U university in 2015

B.B.A from C.C.S University in 2012.

- Intermediate from C.B.S.E Board in 2009.
- High school from I.C.S.E Board in 2006.

COMPUTER KNOWLEDGE :-

- Knowledge of M.S. Office (M.S. Excel, M.S Power Point, M.S. Word, M.S.Outlook,)
- Best Knowledge in Excel formula's Hlookup, Vlookup, lookup, pivot Table, Filter, countif etc.

STRENGTHS :-

- Ability to learn fast.
- Positive Attitude towards work.
- Accept difficulties as challenges.

PERSONAL INFORMATION :

Father name	:	Shri Asha Ram
Mother Name	:	SmtJaiwati
Date of birth	:	24th October 1990
Sex	:	Male
Marital status	:	Unmarried
Language	:	English & Hindi
Nationality	:	Indian
Hobbies	:	Listening Songs and Playing Cricket .
Permanent Address	:	Village Batjevra Post Dabathuwa Teh- sardhana Meerut : 250341

I do hereby declare that the information personal and professional, mentioned above are correct and true to the best of my knowledge and belief.

Date: ___/___/_____

(Mohit Kumar)