

CONTACT



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Maharashtra, India.



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EDUCATION

2021

B.COM

Model College/Mumbai University

2018

H.S.C.

K.V.Pendharkar College of Arts, Science
and Commerce/Maharashtra State Board

2016

S.S.C.

Sister Nivedita School/Maharashtra State
Board

CERTIFICATION

- ♦ Advanced Certificate In International Trade From Imc.
- ♦ Mooc In Export And Import Management From Indian Institute Of Foreign Trade
- ♦ Tally Erp.9 From Itaa.

REFERENCE

- ♦ Rupesh Sawant
Job Position : Assistant Manager - Sales,
Co Name : Hindustan Pencils Pvt Ltd
Mobile No : +91 918108085827
- ♦ Mangesh Kumbhar
Job Position : Logistic Manager,
Co Name : Hem Corporation Pvt Ltd
Mobile No : +91 93213 59222

ADITYA KISHOR CHAVAN

EXPORT ASSISTANT

CAREER OBJECTIVE

Dynamic and detail-oriented professional with extensive experience in export documentation, logistics coordination, and customer service in the international trade sector. Seeking to leverage my expertise in SAP, freight forwarding, and shipping processes to contribute to the success of a forward-thinking organization. Adept at managing pre-shipment and post-shipment documentation, coordinating with stakeholders, and ensuring smooth export operations. Eager to apply my skills and certifications in International Trade and Export Management to drive efficiency and achieve strategic objectives in a challenging export or logistics role.

STRENGTH & SKILLS

*SAP * Logistics * Freight Forwarding * Shipping * Customer Service

*DGFT * Export compliance * International trade *Documentation

EXPERIENCE

April 2023 – Now

Hindustan Pencils Pvt Ltd (Manufacturer of Natraj & Apsara)

EXPORT ASSISTANT

- Coordinated with the factory and logistics team regarding material readiness and dispatch dates.
- Prepared export documents including customs invoices, packing lists, and other customs documents for both LC and non-LC conditions.
- Approved shipping bills in accordance with invoice terms and checked the incentive column (drawback/RODTEP).
- Uploaded online RFID seals at Nhava Sheva before container scanning.
- Worked with CHA and freight forwarders to ensure smooth and efficient export shipment clearance.
- Verified draft bill of lading and coordinated the collection of original bill of lading.
- Managed pre-shipment and post-shipment documents.
- Created post-shipment documents including commercial invoices, packing lists, certificates of origin, insurance, and declarations according to LC terms.
- Sent scanned copies of documents to customers and informed them of courier tracking numbers for original shipping documents.
- Prepared bank applications for inward advance payments, bill payments, and submission of export documents.
- Maintained communication with the bank regarding original & amended LCs and e-BRCs.
- Checked e-BRCs on the DGFT server and ensured timely uploads by the bank.
- Prepared reports on the tracking of export shipments.

April 2022 - March 2023

Hem Corporation Private Limited

EXPORT OFFICER

- Gained hands-on experience in shipping documents from calculating CBM to preparing pro-forma invoices.
- Informed the fumigation team in advance if fumigation was required.
- Prepared invoices, packing lists, and other shipment documents according to the dispatch schedule.
- Created B/L drafts as per the invoice and packing list.
- Coordinated with CHA and transporters for efficient customs clearance of export shipments.
- Approved shipping bills as per invoice terms and checked the incentive column (drawback/RODTEP).
- Uploaded online RFID seals at Nhava Sheva before container scanning.
- Applied for certificates of origin (RCCI, GSP, IJCEPA, IKCEPA, IUCEPA, AIFTA) on the online portal and coordinated with EIA officers in case of queries or delays.
- Coordinated with freight forwarders and nominated agents for arranging first print, SOB confirmation, and debit notes.
- Approved B/L first prints as per instructions.
- Prepared daily status reports of export shipments.