



**Priya Gupta**

+971554771043

Priyaguptadelhi6@gmail.com

Highly motivated and desire for pursue a challenging career to bring out potential and further own skills through contribution of my knowledge and skills, with dedication and commitment, in an organization that foster team work, leadership and innovations.

### **Present Since September 2022 to Till Now**

Vishwamitra DMCC Logistic Executive in Pharma and Paper Commodities division, Dubai, UAE

#### **COMPREHENSIVE KNOWLEDGE OF PROCEDURES RELATED TO SUPPLY CHAI MANAGEMNT AND TRADE FINANCE**

- To manage day to day operations of Logistic for import and export purchase in trading company.
- Managing the export and import operations and preparing various documents for the same.
- Co-ordination with shipper, buyer, overseas offices, internal teams, shipping line, handling agent, supervision agency and other parties involved in shipment for all imports & exports for the company.
- Full working knowledge of transportation/ shipping /Documentation
- Liaises with supplier for delivery of shipments & planning for Delivery, preparing daily status report of imports and export shipment and tracking the movement on a daily basis.
- Discussion with Buyer or Seller regarding the Purchase and Sales
- Taking care of freight negotiation of Air and Sea shipment, get a quote and take vise profitable decision.
- Working on Ship on board BL , switch BL and Telex release .
- Co-ordinates for pre-shipment inspection with inspection agency and necessary survey.
- Liaises with Bank for open Letters of Credit, transfers, and Bank Delivery Order for shipment covered by L/C and D/A
- Performs costing of all import shipments for goods in transit in the consignment data base. Liaises with Finance Department for opening Letters of Credit, transfers, and Bank Delivery Order for shipment covered by L/C.
- Coordinate with finance team to release payments of vendor and supplier on timely basis.
- Prepare MIS & provide constructive report and feedback to the management.

## **Present Since October'18 to July'2022**

South India Krishna Oil & Fats Pvt Ltd as Senior Operation Executive in Commodities division, New Delhi, India (fully owned subsidiary of Musim Mas, Singapore)

### **JOB RESPONSIBILITY**

- To manage day to day operations of Supply Chain Management for local and import purchase.
- Plan, execute and coordinate domestic & import supply chain operations and activities.
- Prepare & issue sales order & purchase orders (PO) in accordance with the selected vendors, price & technical specifications.
- Managing the export / import operations and maintaining various documents for the same.
- Coordinating with port agents, CHA & broker for delivery of shipments & planning for Delivery, preparing daily status report of imports shipment and tracking the movement on a daily basis.
- Reviews paperwork and documents to ensure shipping, handling, storage charges, and customs fees are billed correctly.
- Coordinating for customs clearance, export / import matters & liaising with various authorities, shipping companies and other external agencies for various clearances / approvals.
- Sustaining the existing network & managing the supply chain, ensuring timely distribution of the merchandise
- Preparing daily status report of import's shipment and tracking the movement on a daily basis
- Process and follow up on various vendors on purchase orders in a timely manner
- Coordinate with plant team for order received status and coordinate for logistic terms, planned maintain schedules of product delivery.
- Handling Inventory of loose oil and managing inbound logistic.
- Prepare MIS & provide constructive report and feedback to the management.
- Handling insurance claim & Short goods received claim process from insurance company.
- Establishing letters of credit, remittances, license route & vetting of necessary commercial documents.
- Managed invoicing for customers; closely involved in making credit decisions
- Knowledge of Excel ( V-lookup, Sum if, Excel Formulas )
- Implemented a more integrated MIS reporting process to improve performance, controls Build a relationship with the co-workers for internal coordination

### **From May'16 to Sep'18**

Infracom Network Pvt Ltd.( Channel partner of TATA Teleservices ) As Operation Executive

#### **JOB RESPONSIBILITY**

- Develop and analyses system for employees and the managers of the company
- Assist sales team for order confirmation and sales support.
- Develop the revenue of the accounts and making proposal for clients
- Handling effective relationship management, acting as a point of escalation, reviewing Performance, checking client satisfaction and extending the relationship accordingly
- Handle the order processing and get it insure for installation.
- Making presentation and proposal for clients
- Sustaining the existing network & managing the supply chain, ensuring timely distribution of Merchandise.
- Prepares sales quotations for clients, negotiating with them
- Building relationship with the co-workers for internal coordination and receiving and responding for Approvals and notifications
- Maintain all the data provided by sales person and make extracting information from data for Lead creation
- Coordinate with sales team by managing schedules, filling important documents and Communicating relevant information
- Handling CRM, SFDC & E- POSE for Booked a sales and order login purpose

### **From August'15 –April'16**

Taxi For Sure as Operation Executive – Unit of Ola Taxi

#### **JOB RESPONSIBILITY**

- Handling CRM & daily grievances of the drivers
- Preparing daily, weekly and monthly statements and provide the same through e-mail to the Clients.
- Coordinating with all branch offices located in different states
- Creating and managing the organization's fiscal operating and capital budget and expenses
- Monitoring moves and organizational churn rates.  
Handling CRM & manage driver account

### **Achievements**

- Certificate of L1 and L2 training held by Tata Teleservices Ltd.
- Best MIS Executive Certificate in Tata Teleservices Ltd Delhi NCR in October

### **Core Competencies**

- Supply Chain Management
- Import/ Export Documentation
- Custom Clearance
- MIS Reporting
- Trade Finance (LC and DA)
- Inventory Management
- Logistic & Transportation
- Customer & Vendor Management
- Local Purchase Management
- Oder Processing
- Knowledge of Incoterms

### **IT Skills**

- SFDC
- CRM
- E-POSE
- SAP
- MS EXCEL
- EBS

### **Academic Details**

- MBA From Amity University
- Graduation From Delhi University
- Schooling From CBSE Board

### **Personal Details**

Marital Status – Married,  
lives in Dubai

Date of Birth: 21th April 1993

Languages Known: English &  
Hindi & Sindhi