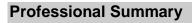
P. Sreenivasan

Import – Export Documentation Manager Mobile: +91 98432 42141 / 99958 78241

Email id: psaksps@gmail.com



- 27 Years of extensive experience in Export/Import Documentation, Logistics, Shipping & Air Customs.
- Good knowledge of Forex, Customs clearing, Shipments.
- >Have Driving Licence Light Motor Vechicle & Motor Cycle.

IT Skills

- Extensive knowledge on Internet & most tools of MS Office.
- Good knowledge of Data Entry, Windows, Tally.

Professional Experience

Confident, Tirupur (Tamil Nadu) Import -Export Manager (From Jan 1996 to Dec 2022) **Reporting To: Top Management**

A Bureau Veritas Certified ISO 9001: 2008 QMS into manufacturing & export of textiles & fabrics

Key Responsibilities:

- Preparing Export/Import Documentation (Sea/Air) along with Post-Shipment & Pre-Shipment documentation, Banking Documents, L/C, Invoices & processing the same.
- Making executive travel arrangements, preparing bill of loading, letter of credit banking.
- Overseas Correspondence, communicating with the buyers, executing the orders.
- Foreign Exchange communication with the Bank for better forex rates.
- Bill of Lading & freight (Sea/Air) charges negotiation.
- Handling Bank Guarantee logistics, accounts, all forex with bank & buyer etc.
- Customs clearing of sea/air shipments, bill of loading & other related documents.
- DGFT Paper works in Import documentation others

Professional Training Undertaken

I.S.O. TRAINING - Sep 2008 (AUDITOR CERTIFICATE) TEXTILE COMMITTEE (Govt.of India Ministery of Textiles) **Education Qualifications**

Bachelor in Arts – 1989 75 % Calicut University Switch Dotaila

Switch Details		
Expected Salary	: As per Company Policy	
Preferred Contact Time	: Any Time	
Profile Key Words		

Export/Import Documentation, Post-Shipment, Pre-Shipment, Forex, custom clearance, shipments, bank guarantee, overseas correspondence, foreign exchange, bill of lading.

Personal Details

\geq	Date of Birth	: 20 th May 1968
\geq	Gender	: Male

 \geq Gender

- Marital Status : Married
- \geq Nationality : Indian >
 - Passport Details : X-7662584 (Valid till August 2033)
 - Address : P.S.P. Nivas, East Street, Koduvayur (Post) Palakkad (District) - 678 501 Kerala, India
 - Address : Ramanathapuram – Coimbatore – Tamilnadu.

