

P. Sreenivasan

Import – Export Documentation Manager

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Professional Summary

- 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 Ministry of Textiles)

Education Qualifications

Bachelor in Arts – 1989 75 % Calicut University

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

- Date of Birth : 20th May 1968
- Gender : Male
- Marital Status : Married
- 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.