



# SHEKAR SINGH R

## EXPORT/IMPORT SUPERVISOR AND ACCOUNTS

Co-coordinating/ Communicating/Accounts

### Profile

An active, passionate, and motivated Export Import Supervisor with 6.9 years of experience in BHUVANESWARI lines and logistics at successfully managing coordinating with Customer for shipments, Co-ordinating with drivers, Staffs for on time customs clearance, filing the Shipping bill and bill of entry of Shipments and, 7 years' Experience in Accounts / Logistics executive in Zenith Precision Pvt Ltd.,

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Dubai, United Arab Emirates.

### Employment History

#### Export and import Supervisor

**BHUVANESWARI lines and logistics Pvt Ltd- Bangalore** India, Experience: 6.9 years  
(June 2016 – May 2023)

- Negotiate and manage export carrier contracts, tracking, full container loads, LCL and Air freight.
- Consultation of the clients regarding export bookings.
- Monitoring of the shipments to ensure the compliance of regulations.
- Maintenance of customer relations and participation in the organization sales activities
- Manager and maintain the record keeping for all exports & imports
- Communicating with Customers.
- Arranging the Transportation from Market
- Co-ordinating with drivers to reach the vehicle on time loading points /Ports as per the vessel schedules.
- Execute export & Customs documentation for Shipping bill filing
- Monthly visit to clients office to keep good relationship in business
- Ensure overall export operations of assign regions, including shipping & logistics and other export procedures.
- Arranging payments to carrier/liner on time without paying any late BL fees.
- Arranging DO from liner for import Shipments.
- Maintaining Key Customer information including billing & Shipment history in system
- Maintaining / Sending DSR reports to clients
- Prepare ocean documents; MBL, HBL, Shipper export declaration, certificate of origin, track freight
- Preparing Import & Export Checklist Through Software
- Handling Customs Cases
- Arranging Transportation from Market.

### Skills

- Planning & Co-ordinating
- Quick Learning
- Communication
- Time management
- Negotiation
- Adaptability
- Team Work
- Workload Management
- Inventory
- Team Management

### Languages

- English
- Hindi
- Kannada
- Tamil.

### Computer & software proficiency

- Windows XP, Windows 7, Windows 8, & Windows 8.1
- SAP
- TALLY
- MS EXCEL
- MS WORD
- E ROYAL
- E LOGIX

### Personal Information

- Date of Birth :10/07/1987
- Gender :Male
- Nationality :Indian
- Marital Status : Married
- Joining Time :Immediately
- Visa Status :Visit Visa

- Filing the rates with Liners/Forwarders for Import, Exports.

**Accounts Executive & Logistics Executive**

**Zenith Precision Private Limited**, Bangalore, India Experience: 7 years (August 2009 – May 2016)

- Filing the Purchase bills in Tally ERP.
- Filing the Sales bills in Tally ERP.
- Filing Central Excise ER-1 Returns
- Rebate Claim for Export Duty Drawback
- Payment follow up with Customers
- Updating the documents in SAP
- Daily Updating Clearance Status to Production GM
- Clearance of Import Material from SEZ Zone.
- Submission of Export Documents to Bank for E-BRC.
- Arranging Import payment to Customers
- Placing the order for Production.
- Attending the weekly/Monthly RM (REVIWE Meeting with Management).
- Arranging of Advance license for import materials from JDGFT. (JOINT DIRECTOR OF GENERAL FOREIGN TRADE).

EDUCATION QALIFICATION:

**B. COM.: GOVT. R.C. COLLEGE, BANGALORE.**

**PUC: PEENYA GOVT. COLLEGE, BANGALORE.**

**S.S.L.C: SRI VIDYA KENDRA, BANGALORE.**