

RESUME

Nisha Chauhan

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Career Objective

Seeking a responsible supervising post for challenging position and looking forward to make a significant and productive contribution in a company that offers a genuine opportunity for progression where I can utilize my qualification and experience to carry out my duties efficiently and develop a successful career with the organization.

Educational Details

- MBA specialization in **International Business Administration** (November 2014-October 2016).
- Bachelor of Computer Application (BCA) from Indraprastha Institute of Technology & Management (IITM) Janakpuri, Delhi (2009-12).
- 12th (Commerce with Math's) from CBSE Board Delhi in 2009.
- 10th from CBSE Board Delhi in 2007.

Extra Educational Details

- **Export Import Management workshop by Indian Institute of Export Management Bangalore, India.**

Functional Key Area

- Forwarding, Negotiation, Custom Clearance, CHA, Order Management, Dispatch, Billing, Payment follow-up, Import Purchase MIS Reporting, Sales Support, Customer Service, Preparation of Quotes, and Preparation of Turnover Sheet.

Work Experience

Total worked experience: 7 + years

- More than 2 years experience in **Paramount Products Private Limited – Garment Exporter** as Senior Executive of Export/Import (from March 2018 to May 2020)
- 2 years experience in **Sulson Overseas Private Limited – Basmati Rice Exporter** (from 08th June 2016 to February 2018) as Senior Executive cum Coordinator of Export - Import Documentation and Shipping Department.
- 2 years and 6 months experience in **Scan Holdings Private Limited – Food and Food Packing Material Trader** (from 04th September 2013 to 22nd November 2013) as office coordinators after

3 months promoted as Freight and Purchase Coordinator, worked with same designation (from 25th November 2013 to 14th March 2016).

- 6 months experience as Assistant of Counselor & Office Coordinator in **Vidyalankar IIT-JEE Coaching Institute** (from 02nd January 2013 to 15th June 2013).

Organisation Strong Area

- **At Paramount Products Private Limited – Garment Exporter:**
Handle buyers: H&M, Indiska, ASOS, Just Group, Bestseller, Super Dry.
- **At Sulson Overseas Private Limited -- Basmati Rice Exporter:**
Brands: Banno, Samma, Gold Gate etc. (Strong at Middle East).
- **At Scan Holdings Private Limited – Metal Packaging for foods and beverages trader:**
Worked for: United Beverages, Sab Miller, Ravi Foods etc.

Responsibilities Handle`

- Co-ordinate with factory team, Merchant team, buying house, inspection team, CHA team & forwarder for pre-post shipment plan.
- Pre-port documentation for export/import under different payment and delivery terms for LCL & FCL.
- Worked under Letter of Credit.
- Handle bank process: shipping documents present as per terms of payment, BRC realization, packing credit, foreign payment transfer, advance/full payment credit/record, LC payment etc.
- Worked under various buyer's Standard operating procedure (SOP) and forwarder portal for booking.
- Maintaining monthly shipment detail for Textile Committee REX Deceleration etc.
- Follow-up with buyer for balance payment, resolve queries respect of Indian Custom process and shipping terms etc.
- Handle international purchasing from Chinese, Dubai, Indian etc. suppliers in respect of orders movements and for new products development as well.
- Freight coordination and negotiation with Chinese & Indian parties as well for local transportation for export shipments.
- Plan and handle export, import and third country ocean & air shipments.
- Maintain shipment data record as per requirement and MIS reporting.

Technical Skills

- Excellent knowledge of computer, MS office, MS Excel, MS Word, Tally ERP etc.
- Extra Knowledge as additional subjects: Web Design (HTML), French foreign Language, Financing Accounting and Visual basic.
- Good typing speed in English

Interests and Strengths

- Negotiation skills.
- Reading GK Book and News Paper, Like Soft Music and like to speak less.
- Hard working, Honesty about work and organisation norms, Team Work, Convincing skills, willingness to learn continuously.

Personal Information

Husband's Name : CS Rakesh
Date of birth : 12th September 1991
Nationally : Indian
Languages Known : Hindi (Mother tongue),
English (Speak/Write/Read) &
French (beginner)

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Nisha Chauhan

Place: New Delhi, India