

# **CURRICULUM VITAE**

## **DINESH GOSWAMI**

**Address** – Raj Nagar Extension, Ghaziabad

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### **Career Objective:**

- ❖ Secure a responsible career opportunity to fully utilize my Experience, Knowledge and Skills, while making a significant contribution to the success of the Company.

### **Work Responsibilities: For Logistics Department**

- ❖ Coordination & Planning with Sales team, Production/ Dispatch team & other concerned department to take order schedule and plan according to dispatch date.
- ❖ Coordinate with Supplier, Vendors, CHA, Freight Forwarder and tracking of consignment for smoothly delivery and procurement function.
- ❖ Coordinate with CHA/Forwarder and arrange them documents timely to plan shipment on vessel.
- ❖ Arrange best ocean freight for Freehand/Nomination shipment.
- ❖ Timely arrange shipments documents like (INV, PACK, LINER BOND, AGGEMENT, S.I., ACD, VGM, SB ON MMD, VGM ONLINE ETC.)
- ❖ Coordinate, arrange, check, approve Drafts like (BL Draft, Fumigation, Phytosanitary Certificate, Health Certificate, etc.)
- ❖ Prepare Pre & Post shipment documents as per the countries & customs requirements like Commercial Invoice, Packing list, PHD & TPCI COO, COC, CCVO (combined certificate of value and origin), Fumigation Certificate, Phytosanitary Certificate, Health Certificate, Ingredient Certificate, Manufacturing Certificate, Declaration etc.
- ❖ Letter Of Credit documents prepare according to LC clauses without any discrepancy.
- ❖ Check and approve CHA BILL, TRANSPORTER BILL, FORWARDER BILL as per the agreed rates and Coordinate with Finance team for timely make the vendor's payments.
- ❖ Manage Export Payments according to the Shipments.
- ❖ Prepare bank documents for the BRC.
- ❖ Prepare Shipment MIS data sheet, RoDTEP Scheme (Remission of Duties and Taxes on Export Products) Sheet, Etc.
- ❖ Arrange and renew the certificates like (APEDA, FIEO, TEA BOARD, FSSAI, ISO, BRCS, WHO, SPICE BOARD, ETC.)

### **Work Responsibilities: For FMCG Purchase Department**

- ❖ Researching and evaluating potential vendors.
- ❖ Comparing the prices of different vendors for gaining maximum Return on Investment (ROI).
- ❖ Negotiating contracts on reasonable terms for pricing and supply.
- ❖ Tracking the orders and ensuring timely deliveries.
- ❖ Monitoring purchased products to ensure quality.
- ❖ Updating order details into our internal databases.
- ❖ Ensuring stock availability and placing orders as and when required.
- ❖ Verifying receipt of items by comparing items received to items ordered.
- ❖ Resolving shipments in error with suppliers.
- ❖ Collaborating with the team to develop purchasing plans and find potential vendors.
- ❖ Maintaining good relationships with suppliers.
- ❖ Staying up-to-date with the latest market and industry trends.

### **Work Experience:**

- ❖ Currently working with **KRISHNA OVERSEAS INC (FMCG Export Company)** as **Logistics and Documentation Manager** from **May 2020**. And also handling **Purchasing** from **April 2023** as **Senior Purchase Executive**.
- ❖ Worked with **DORSAL EXPOVENTURE PVT. LTD. (FMCG Export Company)** as **Logistics and Documentation Manager** from **February 2019** to **May 2020**.
- ❖ Worked with **OASIS GROUP OF COMPANIES (Manufacturing & Export Company of Ethyl Alcohol and liquor)** as **Logistics and Documentation Manager** from **June 2016** to **February 2019**.

### **Educational Qualification:**

Qualification	Name of University/ Board	Year of Pass out
Bachelor in Commerce	Delhi University	2014
10+2	CBSE	2011
10 <sup>th</sup>	CBSE	2009

### **Knowledge & Skills:**

- ❖ M.S. Office, Internet, E-Mailing & Outlook Express.
- ❖ Knowledge of EDI Software.
- ❖ Knowledge of Tally ERP9 Software.
- ❖ Working knowledge of Import.
- ❖ Back Office Operations & Team Management.

### **Personal Information:**

- |                   |   |  |
|-------------------|---|--|
| ❖ Father's Name   | : | Mr. Prem Chand                                     |
| ❖ Date of Birth   | : | 04th December 1992                                 |
| ❖ Nationality     | : | Indian   |
| ❖ Gender          | : | Male   |
| ❖ Marital Status  | : | Married  |
| ❖ Languages Known | : | English & Hindi                                    |
| ❖ Hobbies         | : | Travelling new places, Swimming & Playing Cricket. |

### **Declaration:**

I hereby confirm that the all information that has been provided by me is true to the best of my apprehensive knowledge and belief.

Date:

Place: New Delhi

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