

# **Curriculum Vitae**

**Manish Singh**

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Current CTC – 1.50 Lakh

## **CAREER STATEMENT**

To be an integral part of an organization that offers a professional working environment and enables me as I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth.

## **QUALIFICATION**

Pursuing Graduation

## **EXPERIENCES – 1 Years**

### **Patanjali Ayurved Limited**

(An Indian FMCG company manufactured of mineral and herbal products. The company having turnover of ₹ 9,088/- Cr. in financial year 2019-2020)

#### **Junior Executive: - Export Documentation (Retail & Trading)**

Tenure – Oct. 2020 – Present

## **KEY RESULT AREA**

- Prepare the quotation, Pro forma Invoice, Pre and Post shipment documents in accordance with export laws and regulations.
- Ensure timely collection of advance payment from clients, order processing and following through on the entire supply chain till order fulfillment.
- Analyze and negotiate shipping cost with freight forwarders on the basis of weight and consignment volume.
- Coordination with plants, Warehouse & transport facilities for timely dispatch of the shipments.
- Planning and coordination Inspection agency, Nomination agent/shipping line & CHA, for container factory stuffing and timely dispatch.
- Liaising with export inspection agency for APEDA, & Health certificate.
- Time to time follow-up with CHA and Shipping agency for original documents.
- Tracking shipments day to day and update the status to the clients.
- Prepare the monthly shipment report and maintain up-to-date export files client wise.

## SOFTWARE SKILLS

Microsoft Office - Excel, WordMicrosoft Outlook

## TRAINING

Interpersonal Skills  
Work place Communication  
Team Work

## MISCELLANEOUS

Notice Period – 30 Days  
Salary Expectation – Open to discussion  
Open to Relocation – Yes  
Communication Address – Village Badshahpur Laksar Road Haridwar-247663  
Marital Status – Unmarried  
Gender - Male  
Languages – Hindi & English

## DECLARATION

All the information furnished above are true to the best of my knowledge.

**Manish Singh**