

EXPORT DOCUMENTATION EXECUTIVE

AKSHAY ANANT GORIVALE

Contact No.: +91 9137053186

Email Id: goriwaleakshay98@gmail.com

CAREER OBJECTIVE: -

To secure a challenging position in a reputable organization to expand my learnings knowledge and skills.

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE: -

Working with **Micro Orgo Chem** as an **Export Documentation Executive** (From Jan 2021) Lower Parel

JOB RESPONSIBILITIES:

- Prepare Pre-shipments documents for international shipments (**Proforma Invoice, Commercial Invoice, packing lists and certificates of origin, draft Bill of Lading, Non Dangerous Goods Forms**)
- Coordinate with CHA, banks, and shipping lines to ensure timely shipments and smooth logistics operations. and customs clearance procedures.
-Checking and approving Shipping bill Checklists / AWB Draft / BL Draft, etc.
- Handle BRC lodgment, payment follow-ups, bank lodgments.
- Work closely with the sales, finance, and logistics teams to ensure seamless export operations.
- Preparing Post Shipment documents as per Bank LC terms, Bank contract, CAD, TT Advance etc.
- Prepare bill closure documents to submit bank (Tracking & filing Bank Sets, BRC sets, FIRC's)
- Maintain accurate records and update export Shipments data. export data analysis
- Inward Payment disposal.
- Prepare documents for Outward remittance
- Basic Import Knowledge

Working with **Jelvis Henriques & Co. (Chartered Accountants)** As an **Accountant With 2 years' experience.** (Thane)

Work Handled: -

- Accounting in Tally ERP.09
- Look After day-to-day Accounts Maintained in Tally including Sales, Purchase, Receipts, Payments & Journal Entries.
- Bank Reconciliation
- Prepared Financial Balance Sheet & P & L Accounts
- Checking accounts & scrutiny of Purchase Bills. Looking after payable & Receivable (Debtors & Creditors)
- Filling of Individual / HUF / Firms IT Returns
- Audit (Tax, Trust)
- Preparing MIS Reports for the Management
- Preparing/Filling GST, GST Reconciliation & TDS Work.

EDUCATIONAL QUALIFICATION: -

- Bachelor of Commerce (**B. Com**) from Mumbai University in 2019.
- Higher Secondary from Maharashtra State Board (**H.S.C**) in 2016.
- Secondary from Maharashtra State Board (**S.S.C**) in 2014.

OTHER QUALIFICATION: -

Computer Courses: -

- MS-CIT
- Tally. ERP 9
- Basic MS-EXCEL, MS-WORD
- English Typing 30 w.p.m

HOBBIES & INTEREST: -

- Listening to Music
- Learning

PERSONAL DETAILS: -

Name	:	Akshay Anant Gorivale
Father's Name	:	Anant Laxman Gorivale
Date of Birth	:	23 rd April 1998
Status	:	Unmarried
Nationality	:	Indian
Gender	:	Male
Language Known	:	Marathi, Hindi, English
Residential address	:	Anandi Park, 204/2, C Wing, Diva Dativali Road, Diva (East), Thane 400612.

DECLARATION: -

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place: Mumbai

(Akshay Gorivale)