

RESUME

PERSONAL PROFILE		
Name Date of birth Nationality Marital Status Languages	Jaswant Madaan 05.01.1971 Indian Married English, Hind, Punjabi	
Address	Permanent	Present
	House no. 186, Street No. 3, Janta Colony, Rahon Road, Ludhiana – 141007 (India)	<u>Same</u>
Contact	Mobile No. 91 98147 01475 Email : jaswant_madaan@yahoo.co.in	

EDUCATIONAL QUALIFICATIONS		
YEAR	COURSE DESCRIPTION/SUBJECTS	INSTITUTION
2012	<u>MASTER PROGRAM IN BUSINESS ADMINISTRATION</u> (M.B.A.) Principles & Practice of Management International Business Organizational Behaviour Business Communication Export Management	Indian School of Business Management & Administration, (ISBM)
2008	<u>Diploma in Export Management</u> Export Documentation Export Marketing Export Finance Shipping & Packaging	Indian Institute of Export Management (IEM)
1992	B.A. with Economics	Punjab University (PU)
PC Skill	<u>Certificate Computer Course</u> <u>Post Graduate Diploma in Computer Application (PGDCA)</u> Windows XP, Ms office Computerized Accounting Internet Application & E-Mail Accounting Software. Programming in Visual Basic With Access & SQL. Networking	D.D.Jain Institute of Computer science, Ludhiana PTU, Jalandhar

CAPABILITIES & SKILLS	
1.	Knowledge of all commercial activities
2.	Knowledge of Export and Import procedures. (Banking, Documentation, Logistics, Clearance of goods, LCs, Insurance)
3.	Co-ordinate with BANKS, CHAs, Shipping Lines & Transporters
4.	Knowledge of Accounts (MAINTAIN ACCOUNTS BOOKS, ASSISTING AUDITORS IN FINALIZATION BOOKS, GST, TDS, TCS, E-INVOICE, E-WAY BILL, IGST REFUND)
5.	Liaison work with Govt. Departments i.e. Income Tax, DGFT, Custom, Excise & Sales Tax
6.	Work under professional and computer environment.
7.	Work closely and collaborate with others to achieve desired result.
8.	Strong, writing and communication skills.
9.	Effective facilitation and presentation skills.
10.	Solve problems proactively and implement innovative solutions.
11.	Contribute value added financial analysis and decision support.

EMPLOYMENT HISTORY	
	<p>Designation : Manager (Export/Import)</p> <p><u>JOB DESCRIPTION :</u> <u>Accounts</u> (MAINTAIN ACCOUNTS BOOKS, ASSISTING AUDITORS IN FINALIZATION BOOKS, GST, TDS, TCS, E-INVOICE, E-WAY BILL, IGST REFUND) <u>Knowledge of Export and Import procedures</u> <u>Logistics</u> – Planning of Dispatch of finished goods. Domestic Transportation/ International (Sea [FCL/LCL] Air). Take quotations and Finalized at lowest rate. Take care from loading point to destination point. Co-ordinate Shipping Lines/Agents & Transporters <u>Customers Dealing</u> - Manage record of inquiries, orders & dispatches.. Provide PI, Pre Shipment Documents, Draft Documents, Post Shipments Documents. Update shipment status. Follow up for payment on due dates <u>Internal Department Dealing</u> - Co-ordinate with internal departments like production and technical team for Proactive planning of Dispatch of finished goods. <u>Banking</u> – General Banking, LC - (EXPORT/IMPORT) PAYMENTS(TT) - (EXPORT/IMPORT), FORWARD BOOKINGS, DOCUMENTS NEGOTIATION, BRC <u>Documentation</u> – PI, PO, Pre Shipment Documents, Draft Documents Approval self and from Customers, Post Shipments Documents <u>Clearance of goods</u> – Export/Import cleared through CHAs, Provide required documents and update the status of consignments regularly. <u>DGFT</u> – IEC (New issue, modifications), Issue of EPCG License, Incentive Claim. <u>Customs</u>: Export/Import Shipment related Query, Physical Inspection, EPCG/MEIS Licence registration,Rodtep</p> <p>FINE FABRICATION - ACCOUNTS AND EXPORT CONSULTANT (FROM NOV,2023 to TILL DATE) GAGAN INTERNATIONAL (FROM JAN,2018 to AUG,2023) SHIVA TEXTFAB LIMITED (Jun, 2016- AUG, 2017) ARISUDANA INDUSTRIES LIMITED, LUDHIANA (Apr, 1994 to Dec, 2015)</p>