

Résumé

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SYNOPSIS

- Eleven years of Experience in Export planning, Logistics, documentation – two years in supply planning for Export
- Proficiency in managing end to end Export activities from receipt of order till delivering goods in importers warehouse & receipt of payments against Export
- Good exposure of Asia Pacific markets like Srilanka, Bangladesh, Maldives, Nepal and Bhutan.
- Team Management and allocation of work to right person on right time and get it done
- Well verse with SAP and also part of SAP HANA implementation

PROFESSION ACCOMPLISHMENTS

- **Zyduz Wellness Products Limited** : SAP HANA introduced by Company from SAP R/3 Module. Testing done for all Export related activities in SAP HANA Quality including Consumer offers and **Successfully implemented SAP HANA for Export Business** from December 2019.
- **Johnson & Johnson - Consumer Division:** For shipment from India to Srilanka, Johnson and Johnson Srilanka was facing demurrage issue due less transit time from Nhava-sheva to Colombo. We worked with J&J Srilanka and their all stake holder including Customs Clearing agent and Insurance company and helped them by setting up SOP (Standard Operating Procedure), which helped **J&J Srilanka to save approx. 1.8 million INR** per annum on demurrage Charges.
- **Johnson & Johnson - Medical Division** : Obtained Approval from Reserve Bank of India (RBI) for Free of Cost export of Goods from Third Country for Johnson & Johnson Medical Division (Approval for Waiver of Bill of Entry) for year 2016, 2017 & 2018.
- **Johnson & Johnson - Medical Division** : Repair & Return process – sending high value of instruments/machines to overseas Repairing Centre & to get back the instruments after repairing which fulfilled requirement of Domestic customers of Johnson & Johnson. Set up a process for Repair & Return, curbed down processing time which kept domestic customers happy.

PROFESSIONAL EXPERIENCE

- ❖ **ELSEE INC:** Manager– International Business from December 2014 till date.

It's an outsourcing company handling Export, Import & Logistics for multinational companies with value added services.

CLIENTS OF ELSEE INC

- JOHNSON & JOHNSON PVT. LTD.
- ORTHO CLINICAL DIAGNOSTICS
- ZYDUS WELLNESS PRODUCTS LIMITED
- CASTROL INDIA LTD.
- NUTRICIA
- MARINA COMMODITIES INC.

RESPONSIBILITIES IN ELSEE INC

- To learn & handle Export/Logistics/Supply Chain of new clients.
- To find out process deviation, communication gaps, causes in entire Export/Import process where we can streamline the process in new clients.
- To give various solutions to the existing problems to new clients according to RBI, Customs Guide Lines.
- Set up Export process as per RBI, customs Guidelines.
- To handle Export/Import process for a minimum period of six months, streamline the same.
- After streamlining the entire process, same has to hand over to the new employee on Elsee Inc.
- Give support/help & solutions to the problems to all Elsee employees.
- To look out for new process improvements & developments related to EXIM by which cost can be reduced.
- Handling Export/Import/Logistics department of existing customers right from dispatch of goods till importer receives the material & till Exporter gets the payment into their account.
- Manage and supervise a team of 1 Assistant Manager and 5 executive, working for multiple clients of Elsee Inc.

ROLE & RESPONSIBILITIES FOR CLIENTS

- **Client 1 :- Zydus Wellness Products Limited:** from August 2017 to till Date
- Planning & follow up with Production Planning team for getting Export finished products.
 - Co-ordination & follow up with Factory for production of Finished Goods till finished goods are reflected in SAP.
 - Co-ordination with Quality Team (QA) for releasing the finished product in SAP, so it can be available for Invoicing.
 - Dealing with dispatch team at Plant and Warehouse for dispatch of Export shipments
 - Checking unit price in SAP.
 - Invoicing in SAP.
 - Co-ordination with Overseas Suppliers / Importers / CHA /Freight Forwarder/ Bank / Warehouse etc.
 - Interact with freight forwarders & clearing agents for all Export consignments.
 - Communication & Co-ordination with banks for negotiation of documents under L.C. and payment follow-ups to keep Control over Receivable.
 - Ensure Duty drawback is receiving for each shipment
 - Preparation of Proforma Invoice as per Importers Orders.
 - Pre & Post shipment Documentation as per L.C.

- Maintaining Customer Ecstasy by updating them with accurate Daily Report Sheet about Transit Shipments.
- Application for Health Certificates through Export Inspection Agency (EIA).
- Dealing with Indo- Arab Chamber of Commerce.

SAP HANA & OBIZ

- Check inventory in System(MMBE).
- Material Master (MM03)
- Raise Quotation (VA21)
- Edit Quotation (VA22)
- Create Sales Order (VA01)
- Edit sales Order (VA02).
- Delivery of Goods (VL01N)
- Change Delivery of Goods (VL02N)
- Freight Cost in SAP (VT01N & VI01)
- Final Invoicing. (VF01)
- SAP Download Data (MCSI)
- DSR Dump Download (ZSD1)

➤ **Client 2:- Johnson & Johnson - Consumer Product Division** - June 2017 to till Date

- Preparation of Proforma Invoice as per Importer Orders
- Stock Allocation after Order confirmation
- Co-ordination with Overseas suppliers /Importers /CHA/Bank/ Local Warehouse etc.
- Interact with freight forwarders & clearing agents for all Export consignments
- Arranging COA/MSDS specification after coordination with quality department
- Preparing Preferential certificate of origin (ISFTA) and get it done from Export Inspection Agency
- Preparing Loading Plan of containers/trucks & arrangement of stuffing as per vessel schedule
- BL Instruction to Overseas supplier and shipping Lines as per LC
- Daily follow-up with overseas suppliers for Shipment status
- Pre & Post shipment Documentation as per LC
- Communication & coordination with banks for negotiation of documents under LC.
- Keep Customer happy with Daily updated Report sheet about Transit shipments.
- Payment follow-ups to keep Control over Receivable

➤ **Client 3 : Johnson & Johnson – Pharma Division-** From March 2020 to till date

- Co-ordination with Overseas Suppliers / Importers / CHA / Warehouse etc.
- Interact with freight forwarders & clearing agents for all Export consignments.
- Communication & Co-ordination with banks for negotiation of documents under L.C. and payment follow-ups to keep Control over Receivable.
- Preparing & checking Pre & Post shipment Documentation as per L.C.
- Handling Merchant Trade Shipments.
- Maintaining Customer Ecstasy by updating them with accurate Daily Report Sheet about Transit Shipments.
- Arranging COA / MSDS specification etc. after co-ordination with quality department.

- Application for Certificate of Origin from Government authorized body such as Bombay Chamber of Commerce.
- Keeping track of Payments received from importers.
- Downloading E-BRC's and keeping track
- Providing Merchant trade documents to finance department.
- Providing sox data for Sox audit to finance department after every months closing.

➤ **Client 4: Johnson & Johnson Medical -Repair & Return**–From December 2017 to August 2019
To send high value of instruments/machines to overseas Repairing Centre & to get back the instruments after repairing which fulfilled requirement of Domestic customers of Johnson & Johnson.

- Preparation of Repair & Return Invoice.
- Co-ordination with CHA/repairing Centre/Quality Department/Warehouse/Domestic Dealers/Sales persons.
- Dispatch of Instrument to repairing center within two days after receipt of instrument at warehouse of J&J.
- Application for GR Waiver
- Ensure smooth Export custom clearance.
- Follow up with Repairing center to quick repairing of instrument
- Receipt of Correct Import documents from Repairing Centre.
- Co-ordination with CHA for quick Import Clearance.
- Application to finance for payment of import duty.
- Ensure Repaired instrument is delivered at J&J Warehouse & finally to our end customer.
- Closure of GR Waiver – (Submission of Import documents to Bank).

➤ **Client 5 : Johnson & Johnson - Medical Division**- From December 2014 to August 2018

- Co-ordination with Overseas Suppliers / Importers / CHA / Warehouse etc.
- Interact with freight forwarders & clearing agents for all Export consignments.
- Communication & Co-ordination with banks for negotiation of documents under L.C. and payment follow-ups to keep Control over Receivable.
- Preparing & checking Pre & Post shipment Documentation as per L.C.
- Handling Merchant Trade Shipments.
- Maintaining Customer Ecstasy by updating them with accurate Daily Report Sheet about Transit Shipments.
- Arranging COA / MSDS specification etc. after co-ordination with quality department.
- Application for Certificate of Origin from Government authorized body such as Bombay Chamber of Commerce.
- Handled Proof of Exports (Under ARE1) & Insurance Claim
- Handled shipments from FTWZ and Bonded warehouse.
- Keeping track of Payments received from importers.
- Downloading E-BRC's and keeping track
- Providing Merchant trade documents to finance department.
- Providing sox data for Sox audit to finance department after every months closing.
- Value addition & helping organization in financial savings.
- Preparing different kinds of SOP's



Precision Rubber Industries Pvt. Ltd.- Worli, Mumbai.

Exports Assistant, June- 2012 to September- 2014

- Preparing all Export documentation under letter of credits / collection through the bank/ advance payment.
- Dealing with Banks in respect of export documentation (Negotiation, collection).
- Handling client's inquiry/queries in respect of shipping/export documentation.
- Sending Bill of Lading / Airway Bill format to Shipping Co. Liners and co-loaders.
- Correspondence through letters, emails, fax and making regular follow-up & Drafting and sending Payment reminders, Consignment status, Dispatch details etc. with different Buyers, Bank, CHA, Shipping Agents etc.
- Attending calls from the CHA's / Brokers and smoothly solve the queries.
- Shipment planning as well as updating customers/ overseas agents on regular intervals.
- Handled Sea, Air & Road Export shipment.
- Liaising with operations regarding Stuffing reports.
- Making/ Downloading BRC & maintaining a Track of the payment from the overseas buyers.
- Accept the orders from overseas customers and approve the orders by checking price, dispatch date, availability of materials and raise order confirmation (O/C).
- Communicate with customers to inform them about dispatch schedule.
- Communicate with clearing agents for clearing of assignment from custom i.e. custom clearance.
- Pre-shipment and Post shipment documents. Liaise with CHA and Shipping co. relating to preparation of Bill of Lading, Shipping Bill etc.
- Keep a track of ARE-1 forms & EP Copies after shipment correlated the same with
- Proof of exports for Submission to central Excise.



S.K. Exports- Lower Parel, Mumbai

Exports Assistant. June-2008 to April-2011.

- Preparing Pre and Post shipment documents
- Coordinating with CHA
- Sending samples to Overseas Customers
- Arranging labels

ACADEMIC QUALIFICATION

- B.COM from Mumbai University in 2012 with 1st class.
- Foreign Trade Diploma from Indian Merchants Chamber (IMC) in 2014 with 1st class.

TECHNICAL SKILLS

- MS-Excel, MS-Word , MS-PowerPoint, MS-Outlook
- SAP HANA, SAP R/3 Module
- Internet Surfing