

# RUCHI CHHABRA

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**14 years of experience in Pre / Post Shipment Documentation, Import Export , Banking, Shipping, Logistics & Insurance , Location Preference: Delhi**

## CORE COMPETENCIES

Import Export  
Pre Shipment planning  
Pre and Post Shipment Documentation  
monitoring custom clearance  
Shipment Tracking  
Freight Negotiation  
BRC and FIRC issuance from Banks  
Export Incentives & Benefits  
Monitoring Export Obligations

## PROFILE SUMMARY

### Offering nearly 14 years of experience

- A competent MBA (Finance) professional currently working in Kanodia Technoplast Limited . as Assistant Manager in Import Export Department , Experience in Import Export Management
- Filling Checklist / BI Draft / Duty Payment of bill of entry
- Import Export Documentation /Manage complete record of pending LC/ pending order / dispatched qty / latest date of shipment /expiry date of shipment , etc
- Track electronically the status of all the shipments and preparing DSR of the same.
- Responsible for checking of L/Cs received from the buyers for the shipment so that the all shipments were dispatch on time.
- Preparation of the Shipping instruction and same send to shipping line for making the BL.
- Co-ordinate with CHA, for issue BL , modification , cargo tracking , connecting vessel allocation & vessel arrival, etc

## WORK EXPERIENCE

**JULY 2006 to Till date KANODIA TECHNOLAST LIMITED AS SENIOR MANAGER IN EXPORT DEPARTMENT**

### ➤ IMPORT EXPORT OPERATIONS :

- ❖ Performing the tasks of Import Export operations – Documentation, Bank correspondence , custom clearance.
- ❖ Interacting with Freight Forwarders for freight negotiation and shipment planning.
- ❖ Co-ordination with factory /ppc/dispatch department for getting material status and accordingly plan the shipment.
- ❖ Arranging Container in the factory for Stuffing and following up with Clearing Agent clearing the goods from customs
- ❖ Interaction and monitoring custom clearance, Railment of the shipment , Concor tracking , sailing tracking and delivery ( ETD , ETA )
- ❖ Feedback of all sent shipments & tracking them till delivery
- ❖ Receiving Export LCs and its through checking with check list and point out discrepancies if any the LC and amend if necessary.
- ❖ Manage complete record of pending LC/ pending order / dispatched qty / latest date of shipment /expiry date of shipment , etc .
- ❖ Preparation of Post shipment documents
- ❖ Complete set of documents pertaining to export shipping documentation based on L/C and/or other credit terms.
- ❖ Processing & Verification of CHA's Bills .
- ❖ Maintain a direct relationship with the Bank pertaining to all export procedures and documentation
- ❖ Track electronically the status of all the shipments and preparing a report of the same.
- ❖ Handling export obligation against advance license.
- ❖ Renewal of agreements with CHA and forwarding agents ensuring optimum service.
- ❖ Accountable for RCMC registration and renewal of annual subscriptions.
- ❖ MIS reports on periodic basis.
- ❖ Responsible for checking of L/Cs received from the buyers for the shipment so that the all shipments were dispatch on time.
- ❖ Preparation of the Shipping instruction and same send to shipping line for making the BL.
- ❖ BRC and FIRC issuance from Banks after received the payment from the buyer.
- ❖ Monitoring complete commercial documents for export trade in compliance with statutory regulations as well as tracking duty drawback/ MEIS incentive
- ❖ Supervising and follow-up with the Sales Team, the customers and the bank to monitoring realization of export payments.
- ❖ Submission of bank documents ,and update to customer DHL tracking with POD ,
- ❖ Follow up for pending shipping bills , update EDPMS data .

- ❖ Keeping track of shipment orders and status .

➤ **EXPORT INCENTIVES & BENEFITS :**

- ❖ Maintain documents and follow up for obtaining MEIS incentive Scheme License.
- ❖ Maintain documents and follow up for duty draw back .
- ❖ Central Excise, Bank if any problem arises in Export Import activities and resolve the same.
- ❖

➤ **MONITORING EXPORT OBLIGATIONS :**

- ❖ Supervising to ensure all EO documentations are properly prepared and records properly filed and maintained to ensure timely redemption and closure of all files.
- ❖ Keeping track of license validities and obtaining EO extension where required. Monitoring the utilization of each license and redeeming it when EO is fulfilled. /send EPCG license and advance license to CHA for port registration

➤ **OVERALL FOR EXIM DEPT :**

- ❖ Reviews and follow up of reviews of various reports, export registers, license status reports, monitoring reports, etc. Review of all records, filing system, data storage/backup and information/data/document for easy retrieval. Ensuring that all commercial operations-related records and files are properly managed and documents easily available whenever required.
- ❖ Maintain Details of Freight Forwarder invoices and payment status
- ❖ Distribution of weekly/monthly Export/Import Performance Reports to the Managing Director and other HODs as required

## **ACADEMIC DETAILS**

**2012**                      **MBA in Finance from Symbiosis Distance Learning**  
**2004**                      **Post Graduation from Delhi University**

## **IT SKILLS**

**MS Office:**                      MS Excel  
**Accounting Tools:**           Tally ERP 9.0, Bussy

## **PERSONAL DETAILS**

**Languages Known :**      English, Hindi  
**Marital Status**            :      Married  
**Address:**                    :      E-62 B.K Dutt Colony Jor Bagh Lane New Delhi-110003