

SHEERAJ KUNDER

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MY OBJECTIVE

□To become an integral member of an esteemed organization where my skills will be utilized, expanded and challenged to the fullest potential.

PROFILE SUMMARY

- Endowed with a passion to win as evinced through **over 11.4 years** of exemplary Trade Finance and Freight Forward, Import & Export and rest **2.8 years** into Accounting.
- Hands-on experience in preparing **Pre-shipment & Post-shipment Documents**, Scrutinizing **Letter of Credit**, Securitize **BL** and third party certificate, coordinating regularly with the **Banks for negotiations**, Shipping Lines, Forwarder & **arranging Container** in the factory for Stuffing
- Flair for taking new initiatives and always update to the changes in the norms and regulations of customs and port operations. Possess strong interpersonal, communication, negotiation, relationship building, mentoring, and leadership skills

CORE COMPETENCIES

- Import & Export
- Documentation
- Customer Relationship Management
- Reconciliation

WORK EXPERIENCE

Working as Export Operation Assistant Manager in **Dolphin Maritime Agencies Pvt Ltd** (11th March 2019– till date)

Responsibilities:

- ∅ Placing an booking of different lines such as Maersk,CMA,KMTC,Wanhai, Hyundai etc as well through Intra such as MSC,ZIM etc.
- ∅ Co-ordinate with different shipping line for HAZ as well as NON HAZ Shipment.
- ∅ Co-ordinate with shipper for export of various shipment.
- ∅ Co-ordinate with different forwarder regarding Nomination shipment.
- ∅ Co-ordinate with transporter for container pickup.
- ∅ Co-ordinate with our Operations team at Nhavasheva in regarding daily Container Gate in report.
- ∅ Applying Form 13 in odex.
- ∅ Submitting VGM in odex as well as in line Lara system such as CMA & Wan hai.
- ∅ Co-ordinate with Yard when there is a shortage of container.
- ∅ Sending MIS to shipper daily.
- ∅ Follow up with Transporter on day to day basis about their container picked up & Gate in status.
- ∅ Co-ordinate with Shipper's documentation team regarding update RFID seal. ∅ Co-ordinate with our documentation team regarding filing a shipping bill.
- ∅ Co-ordinate our SI Team regarding submission of shipping instruction.
- ∅ Co-ordinate with our BL Team regarding Releasing the shipment wise BILL of Lading to shipper.

Worked with **Tricon Energy India Pvt. Ltd.**, Mumbai as a **Senior Executive** from 16th Aug 2011 to 28th Feb 2019
Situating at Western Suburb of Mumbai handling L/C Documents/Operation Executive.

This Company deals in import & export of Chemical products in BULK as well as CONTAINER shipment within various countries such as USA, China, Turkey, Africa, India etc.

Responsibilities:

- ⌘ Handling Africa, Turkey, Bangladesh shipment & Avalized draft.
- ⌘ Preparation of Pre-Shipment and Post-Shipment documents.
- ⌘ Follow-up for confirmation, negotiation/discounting etc from bankers.
- ⌘ Making Export L/c issuing instruction. Once Sales order is received.
- ⌘ Follow-up for L/C with operations & advising Bank.
- ⌘ Scrutiny of L/C is clean or amendment required.
- ⌘ Keeping track of Pre and Post Shipment status.
- ⌘ Follow-up for third party documents with supplier.
- ⌘ Securitise BL and third party documents with supplier.
- ⌘ Preparing and checking documents as per L/C and banking them in time.
- ⌘ Banking is done through E-banking with various European and US Banks.
- ⌘ Resolving discrepancy from Banks.
- ⌘ Keeping track for each and every documents sent to issuing bank.
- ⌘ Updating payment status in report and resolve discrepancies if any.
- ⌘ Preparing cash flow and chasing for payment advice.
- ⌘ Preparing Weekly summary sales report.
- ⌘ Interacting and co-ordination with internal departments and overseas offices of Tricon Energy, Customer and Banks.

Worked as an **Executive-Customer Service** at **Safewater Lines (I) Pvt. Ltd.**, Mumbai from Jan 2011 to Aug 2011

Responsibilities:

- ⌘ Handling Customer Service as an Executive.
- ⌘ Providing Booking request to Liner for DO to arrange the container.
- ⌘ Sending ISF details to shipper prior 72 Hrs of vessel sailing.
- ⌘ Providing Load list to liner prior to cutoff.
- ⌘ Creating Job Card on EBMS system.
- ⌘ Forwarding Stuffing Confirmation to shipper once the container gets stuffed.
- ⌘ Loading confirmation is provided to shipper when the container is loaded on vessel.
- ⌘ Sending pre- alerts to our Agents
- ⌘ Coordinating with warehouse to get the details about container.
- ⌘ Coordinating with Shipper, Liner & Marketing person.
- ⌘ Coordinating with Documentation, Operation persons & keeping follow up of day to day operational activities.
- ⌘ Will ensure all statutory requirements are met.
- ⌘ Arranging and follow-up for transport as per the requirement of our respective Clients.
- ⌘ Regular follow up with internal departments to get updates on client issues.

Worked as a **Jr. Executive** at **Mitsui O.S.K. Lines, Mumbai** from Jan 2010 to Dec 2010

Responsibilities:

- ⌘ Working as a Jr. Executive position with Liner shipping company capable of handling responsibilities related US Operations.
- ⌘ Vessel Reconciliation of empty container.
- ⌘ Vessel Doc locks.
- ⌘ Monitoring of Vessel
- ⌘ ZZ: This activity is used to stop the Per Diem clock.
- ⌘ Demurrage: Charges taken to exceed the free time storage days at the terminals.
- ⌘ Error Bucket.
- ⌘ Giving rail route of loaded container, Empty container, and Empty Street turn to nearby port ⌘ Informing the surveyor regarding survey of damaged container which is still pending.
- ⌘ Participating in Frequent Client Contact (Front Office) both verbal and written, operating as a vital link between client and the operation, responding to queries and providing the best possible solution to complaints/ request forwarded by them.

Worked as an **Assistant Accountant** at **Arctic Cool Sales & Service Pvt. Ltd.** from May 2007 to Jan 2010

Responsibilities:

- ⌘ Reviewing and checking Day to day Accounting Entry done in Tally 9.
- ⌘ Tally Entry and maintain records of Sales, Purchase and Receipts & Payment.
- ⌘ Bank Reconciliation every month.
- ⌘ Handling Petty Cash & checking Cash Vouchers.
- ⌘ Maintaining Stock & Finalizing.
- ⌘ Work in Close coordination with concerned persons in the Branch offices, regular visits to Branch offices, Commercial issues and documentation etc.
- ⌘ Assist in fulfilling statutory compliance viz VAT.

Worked with **Shah Jadhavji & co. (Chartered Accountants)** for 6 months

Responsibilities:

- ⌘ Handling all day to day Accounting Functions and ensuring Accounting Discipline

ACCOLADES

- Got appreciation for completing 5 years with Tricon.

EDUCATIONAL DETAILS

- Completed Bachelor of Commerce from Mumbai University

PERSONAL DETAILS

Date of Birth: 15th January 1983
Marital Status: Married
Languages Known: English, Hindi, and Marathi
Present Address: A-16/501, Happy Valley, Nr. Tikkuji-ni-wadi, Manpada. Thane (W). Mumbai-400607.