

## PROFESSIONAL PROFILE

Saravana Kumar. U	No.12/1, 3 <sup>rd</sup> Street, Sri Kumaran Nagar Narasimmanaicken palayam Coimbatore – 641 031. Tamil Nadu	
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### **Profile:**

A Seasonal logistics and supply chain professional having hands on experience in areas such as Export & Import, logistics, supply chain. An excellent communicator, Team Player, Team Builder, Trainer, Learner, focused to contribute to the Business Model of an Organisation, with flair for Systems and Reports, having more than 2 decades of Industrial experience.

### **Objective:**

To take up a challenging Senior position in a reputed organization and make value addition to the Business, in maximisation of profits, improvement of team efficiency, and risk averment initiatives.

### **Key skills:**

- International Logistics Operations (EXIM)
- knowledge of Customs Procedures for Import/Export
- EPCG and Advance Licensing/Redemption processes
- Export Benefits follow-up – RODTEP / Drawback / IGST Refund
- Statutory Compliance under DGFT regulations
- MIS and reporting related to Logistics operations
- Banking Operations Letters of Credit, Forex, Treasury Operations, and Hedging.
- Handling Insurance Claims for international shipments

### **Professional Experience:**

Senior Manager – Export & Import – Best Cotton Mills Apr'24 – Till Date

Best Cotton Mills having a group turnover of Rs.500+ crores engaged in manufacturers / Import and Export of Cotton Yarn and Fabrics. Taking care of all Export & Import, Logistics functions of the Company like Export Accounting, DGFT follow ups, MIS, Receivable Management, Liaison with Banks, Team Building, System Implementation, Manage a staff strength of 4+.

- Manage and oversee all logistics operations, including both import and export activities.
- Expertise in adhering to export and import regulations, ensuring compliance with international norms.
- Coordinate extensively with customs and clearance agencies to streamline shipment clearance activities.
- Establish and negotiate contracts with freight forwarders, securing favorable rate agreements.
- Focused on freight cost optimization for both import and export shipments, achieving cost reductions.
- Manage refund processes for IGST, duty drawbacks, and handled RODTEP scrip generation and transfer.
- Handling EPCG and Advance Licensing, including redemption procedures for import
- Executing letter of credit for the import of raw materials, such as cotton and Machineries and spare parts
- Monitoring receivables from foreign buyers, ensuring timely payments and effective cash flow management

Senior Manager – Export & Import and Logistics – Yarncoms India P Ltd, Coimbatore April'16 – Apr'24

Texcoms Group having a group turnover of Rs.450+ crores engaged in trading / import & export of Used Textile Machineries, Cotton, Viscose Fibre & Yarn. Taking care of all Export & Import, Logistics functions of the Company like Export Accounting, DGFT follow ups, MIS, Receivable / Payable Management, Liaison with Banks, Team Building, System Implementation, Audit Co-ordination. Manage a staff strength of 4+.

- Responsible for entire logistics operations of both Import and Export.
- Expertise on Export / Import Regulations and Norms.
- Extensive coordination on clearance activities.
- Establish contract Agreements with forwarders, negotiation, and finalization of Rate contract.
- Working on cost reduction for freight cost – Import / Export shipments.
- IGST Refund / Duty Drawback follow up / RODTEP scrip generation and transfer process.
- Monitoring receivables and payables
- Bank MIS & Statutory Compliance, MIS reports
- Co-ordination with Accounts for Auditing / Monthly reports

Senior Officer – Imports & Logistics – Messer Cutting Systems India P Ltd, Coimbatore Feb'14 – Mar'16

A German MNC, engaged in cutting edge solutions for the Metal Working Industries and doing exports and indigenous market having a turnover of Rs.100+ crores. Taking care of Import & logistics department of the Company. Manage a staff strength of 2+

Logistics – Import:

- To follow-up with supplier for on time delivery of material for production and sales.
- Communicating the NCR to supplier in case of rejection and follow-up for replacement.
- Nominating the forwarder for Air / Sea (FCL & LCL) shipments, who provides the better rate and service.
- Interacting with forwarders / CHA for early clearance of import shipments
- Preparing letter / technical write-up and forwarding it to customs for resolving the queries raised.

Logistics – Export:

- Nomination of forwarder for Air / Sea (FCL & LCL) shipments, who provides the better rate and service.
- Interacting with forwarders / CHA for early clearance of Export shipments.
- Follow-up with forwarders for post shipment documents / Freight invoices.

Assistant Manager - Exim – Emerald Jewel Industry India Ltd, Coimbatore Jul'10 – Feb'14

A Pioneer leader in Manufacturing and Exporting Jewels and Diamonds having a turnover around Rs.500 + crores. Responsible for all imports & export activities , from preparation of documents until completion of the activity. Manage a staff strength of 2+.

Handling Imports with the following work activities:

- Scrutinizing the import indents and ensuring the orders are placed as per the approved terms.
- Obtaining EPCG License from JDGFT for Import of capital goods / spares.
- Invalidation of EPCG license for capital goods locally procured under EPCG scheme.
- Verifying the pre-shipment Import documents for correctness / accuracy before shipment.
- Negotiating with the freight forwarders for achieving best rates on Ex-work shipments and nominate the

forwarder who provides the better rate and service.

- Ensuring pre-alert documents are forwarded to CHA and interact with Forwarder / CHA for timely clearance of import consignments within the demurrage period.

Post-shipment Activities:

- Regular review of shipments under clearance in various ports through ICEGATE & AAI websites and expedite timely clearance of import consignments.
- Assessing Duty liability of import consignments and organizing for customs duty payment.
- Negotiating with transporters for better rate and nominate the one who provides the better rate and service.

Insurance Activities:

- Having thorough knowledge of systems and procedures pertaining to Insurance claims.
- Ensuring coverage of marine transit insurance for import shipments

Statutory Compliance:

- Ensuring Bill of entry copies are submitted to Bank within the prescribed time limit from the date of advance payment.
- Periodical review of redemption application and submission to JDGFT wherever EO is fulfilled and follow-up with JDGFT for EODC.

Export Related Activities:

- Preparation of Export Documents, nominating the freight forwarder and arranging local transportation for Export of General / DG cargo.

General Activities / Reports:

- Submission of necessary documents & follow-up with JDGFT for refund of Terminal Excise Duty.
- Submission of periodical reports such as Import status Report, Financial Commitment Report and other incidental reports as required by HOD from time to time.

Assistant Manager - EXIM – Oriental Plants & Equipment's P Ltd, Coimbatore

Aug'05 – Jul'10

A Sandfits Group doing Machining activities for large size of castings and having a turnover of Rs.100 + crores. Taking care of all imports & export activities of the Company from preparation of documents till completion of the activity. Manage a staff strength of 2+.

Execution of major commercial activities related to Export and Import:

- Extensive coordination on clearance activities.
- Filing DEPB application with DGFT and obtaining DEPB License.
- Filing of redemption application with JDGFT.
- Follow up with JDGFT on obtaining EODC.
- Preparation of application for L/C, EPCG License, LUT & Bank Guarantee.
- Obtaining installation certificate and submission to JDGFT and customs.

Accounts Officer – Neufricmat P Ltd, Coimbatore

Mar'03 – Aug'05

A Roots Group and having a turnover of Rs.100 + crores. Taking care of all accounting activities of the Company from data entry till Trial balance and financial preparation. Manage a staff strength of 2+.

Accounts Executive – Coimbatore Roller Flour Mills Ltd, Coimbatore

Aug'99 – Mar'03

Taking care of Data entry and other details required by the manager of the Company.

Educational Qualifications:

Qualification	Board / University	Year of Passing
Bachelor of commerce (Distance Mode)	Annamalai University	2000 -2003
M.B.A – Export Management	Bharathiyar University	Pursuing

Technical and Additional Qualification:

Certifications:
Diploma in E-Commerce (DEC) : CSC Computer Education (P) Ltd, Coimbatore
Computer proficiency : MS office, Tally
Type writing: Senior Grade in Typewriting English (Passed in 1997)
Hindi: Passed Praveshika Examination in 1997

Personal Details:

Name	U Saravana Kumar
Date of Birth	1 <sup>st</sup> Sep 1981
Sex	Male
Marital Status	Married
Nationality / Religion	Indian / Hindu
Languages Known	English, Hindi and Tamil
Passport Details	P2687437 valid till Nov 2026

I hereby assure that the above particulars are true to the best of my knowledge.

Date:

U Saravana Kumar