

SRIDHAR.Y

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PROFESSIONAL SUMMARY

Seasoned and results-driven **Commercial Supervisor - Import & Export Documentation** with **5 years of experience** in managing global trade operations, commercial documentation, regulatory compliance, and cross-border logistics. Proven expertise in handling complex export/import procedures, dealing with customs, DGFT, and banks, and driving operational excellence. Adept at leading teams, managing documentation under Letters of Credit, and optimizing trade compliance for large-scale gherkins processing and export unit.

CORE COMPETENCIES

- Export & Import Documentation (Pre- & Post-Shipment)
 - Letter of Credit (LC) Handling
 - DGFT / Customs Compliance
 - Shipping, Logistics & Freight Coordination
 - Customs Clearance & CHA Liaison
 - Team Leadership & Departmental Coordination
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PROFESSIONAL EXPERIENCE

Commercial Supervisor - Import & Export Documentation

International Agricultural Processing Private Limited

September 2018 - Present

- Leading a commercial operations team handling export documentation for various countries.
- Overseeing documentation for sea/air shipments, including invoices, packing lists, BLs, COO, PQ and LC documentation.
- Coordinating with freight forwarders, customs, and CHAs to ensure timely cargo clearance.

- Managing bank documentation for LC and advance payments in foreign currency.
 - Interfacing with internal departments - sales, production, finance - to align on business requirements.
 - Training and mentoring junior staff on business compliance and process improvements.
 - Liaised with CHA and customs for import clearance of raw materials under advance license schemes.
 - Supported customs clearance activities and ensured complete, error-free documentation.
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EDUCATION

DME (Diploma in Mechanical Engineering)

Sri krishna polytechnic collage. Batlagundu. Year of Passing 2012

TECHNICAL SKILLS

- Trade Platforms: ICEGATE, DGFT, RBI-EDPMS
 - MS Office: Excel, Word, Outlook / Office 365 & PDF editing tools.
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PERSONAL DETAILS

Date of Birth: 26.11.1991

Languages Known: Tamil & English

Marital Status: Married

Notice Period: 60 Days

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.