

RESUME

NAME : PASUNGILI . M

DATE OF BIRTH : 24.05.1969

GENDER : MALE

CONTACT DETAILS:

MOBILE NUMBER : 9884130089

E-mail : abjexim@gmail.com

RESIDENCE ADDRESS : 1/134, WEST STREET, M.SUBBULAPURAM,
T.KALLUPPATTY (VIA), MADURAI DIST.- 625702

QUALIFICATION : B.Sc (Maths)

ENGLISH TYPEWRITING

MS WORD, EXCELL – WORK EXPERIENCE

LANGUAGE KNOWN : TAMIL & ENGLISH

IMPORT – EXPORT DOCUMENTATION WORKS EXPERIENCE MORE THAN 25 YEARS.

EXPERIENCE COMPANY:

- 01) DECCAN ENTERPRISES, HARRINGTON ROAD, CHEPET, CHENNAI - 600 030 - 1992-94
- 02) GITEX EXPORTS, KHADER NAWAZ KHAN ROAD, CHENNAI 600 006 - 1994 - 2000
- 03) GNK GARMENTS, MADURAVOYAL, CHENNAI 600 095 - PART TIME - 2001 to 2011
- 04) STAND21 EXPORTS (INDIA) PVT LTD, AMBATTUR IND. ESTATE. – PART TIME – FROM 2013

I CAN DO COMPLETE IMPORT / EXPORT WORKS **(PLANNING & CO-ORDINATION WORKS WITH PRODUCTION DEPARTMENT, SHIPPING LINER (SEA OR AIR), MIS REPORT TO MANAGEMENT & BUYER IN DAILY BASIS. ALSO PREPARING FILLING (MANNUAL & ON LINE) EXIM DOCUMENTS, FOLLOWUP WORKS TO EXPORT PROMOTION COUNCILS, CUSTOMS, STPI, BANK and other GOVT. AGENCIES UP TO EXPORT OBLIGATION COMPLETION.**

Contd...2.....

WORKS EXPERIENCE DETAILS:

01. PRE-SHIPMENT WORKS:

CO-ORDINATION & PLANNING WORKS WITH PRODUCTION DEPARTMENT, TRANSPORTER (ROAD, SEA & AIR SHIPMENTS) & MANAGEMENT INFORMATION SERVICES REPORT.

PREPARING PROFORMA INVOICE AGAINST EXPORT ORDER FOR L/C OPENING OR ADVANCE PAYMENT.

PREPARING ECGC COVERAGE FOR WITHOUT LETTER OF CREDIT SHIPMENT (D/A, D/P,...)

PREPARING INVOICE AND PACKING LIST WITH CUSTOMS CLEARANCE DOCUMENTS.

SHIPMENT BOOKING AND GETTING THE APPROVAL .

CORRECT DOCUMENTS FILLING FOR GOVT. INCENTIVES (LIKE DRAWBACK, RODTEP, ROSCEL)

02. POST-SHIPMENT DOCUMENTS:

BANK DOCUMENTS PREPARING AND SUBMITTING FOR NEGOTIATION, COLLECTION, PURCHASE, ...)

FOLLOW-UP WORKS UP TO PAYMENT REALISATION AND UP-DATION e-BRC

03. DGFT

DOCUMENTS PREPARING & FILLING FOR IMPORT ADVANCE LICES (NORMS & NO NORMS), EPCG LICENSE, INCENTIVE LICENSE...)

SHIPPING DOCUMENTS & FOLLOW-UP WORKS FOR LICENSE CONDITION FULFILL AND DOCUMENTS PREPARING & SUBMITTING FOR EXPORT OBLIGATION COMPELETION FOR EODC RELEASE.

FOLLOUP WORKS IN DGFT FOR GETTING IMPORT LICENSE, NORMS APPROVAL, REDEMPTION WORKS FOR EODC REALEASE.

DOCUMENTS PREPARING AND FILLING FOR 100% EOU UNITS REGISTRATION.

04. CUSTOMS

DRAWBACK & IGST ERROR REMOVING - FOLLOW-UP

ADVANCE LICENSES BOND & BG CANCELLATION WORKS.

MANUFACTURER EXPORTER (JOBING ORDER FOR EXPORT) - ANNEXURE –III FOR IMPORT SHIPMENTS CLEARANCE WITHOUT CUSTOMS DUTIES FOR JOBING EXPORT ORDER AND – DOCUMENTS PREPARING AND FILLING FOR GETTING THE BOND. AFTER EXPORT SHIPMENT FOLLOW-UP AND COMPLETION OF EXPORT OBLIGATION AND RELEASE THE BG AND BOND.

05. STPI –

NOT-STPI REGISTRATION, SOFTEX FORMS, MPR, QPR, APR & RENEAL OF LOP WORKS.

STPI REGISTRATION, BONDING AND RE-BONDING WORKS.