



HARSHITA CHAURASIA

EXPORT ASSISTANT

1st Carpenter Street, Chandan Height,
Charni Road East, Cawasji Patel Tank,
Mumbai, 400004, India

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INTERNSHIP

FINANCE RESEARCH ANALYST
TALENT CORNER HR SERVICES
PVT LTD
Mumbai / MAY 2020 - AUG 2020

COURSES

FINANCIAL ANALYST &
INVESTING COURSE
UDEMY
JAN 2020 - JUN 2021

TALLY.ERP 9
GANDHI INSTITUTE OF
COMPUTER EDUCATION AND
INFORMATION TECHNOLOGY
JAN 2018 - MAR 2018

MS-CIT
MAHARASHTRA STATE BOARD
OF TECHNICAL EDUCATION
JAN 2015

SKILLS

TIME MANAGEMENT

TEAM WORK

HARDWORKING

ANALYTICAL

LANGUAGES

ENGLISH

HINDI

MARATHI

PERSONAL DETAILS

Date of birth
13 May 1999

Marital status
SINGLE

ABOUT ME

Seeking a challenging opportunity in an Organization to excel and grow along with the Organization by utilizing my knowledge, Experience and acquired skills towards fulfillment of organizational vision.

WORK EXPERIENCE

POLSON LIMITED
Mumbai
Oct 2020 - May 2021

Export Assistant

- Prepare pre shipments documents.
- Prepare Set of Post Shipment Document for Buyer and Our Bank.
- All correspondence with banks regarding export documentations submissions/payments till BRC is generated.
- DGFT related documentation for claiming incentives.
- Submit Monthly Declaration Sheet To ECGC.
- Apply for Credit Insurance and for Marine Insurance.
- Tracking of Shipping Bill on DGFT Website. Submit Proof of Export to PPC Department (Excise & Custom).
- Submit Proof of Export to Account Department (Sales Tax And GST).
- Update MIS and Documents Filling.
- Stay updated of Circular and Notification from the Government Authority.
- Co-Ordinate with Cha and Courier Agent for Tracking the Shipment.

HDFC BANK
Mumbai
Oct 2019 - Mar 2020

Treasury Assistant

- To send Forward Contract Confirmation to client once Forward Contract booked.
- Getting up to date client details with Board Resolution (including ISDA/SME status).
 - Following up with client to get back the signed Forward Contract Confirmations.
 - To check the whether confirmation is signed by authorized signatory as per B/R.
 - Sending mails to RM if confirmations for more than 14 days. If not received then to escalate to all relevant heads.
 - To get the updated list of ISDA clients from CAD (both wholesale & Retail).
 - Sending mails to all clients for forwards outstanding as on 15th of the month.

EDUCATION

UNIVERSITY OF
MUMBAI
2021

Master's Degree

M.com

K.P.B HINDUJA COLLEGE
OF COMMERCE
Mumbai
2019

Undergraduate

B.com