

RESUME

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OBJECTIVE

A challenging and rewarding career in International Business, where I can utilize my professional skills, knowledge and my entire personality for the betterment of the organization and implement better ways and means to achieve the organizational goals and objectives, which will enhance the progressive growth of the organization as well as my personal and professional growth.

PROFESSIONAL EXPERIENCE

- ❖ Worked with MSC (Mediterranean Shipping Company), Hyderabad as Export Documentation Executive from December 2020 to May 2021.
- ❖ Worked with Quartzkraft LLP, Hyderabad as senior EXIM executive from June 2019 to December 2020.
- ❖ Worked with Tulip Granites Pvt. Ltd, Hyderabad from December 2016 to till May 2019 as Senior Executive – Import and Export operations.
- ❖ Worked with ICICI Bank Limited, Hyderabad from September 2013 to November 2016 as Operations Executive in Global Trade/ EXIM operations.

JOB PROFILE

December 2020 – May 2021: MSC (Mediterranean Shipping Company), HYDERABAD, TELANGANA

- Good knowledge in drafting and amending customer contracts.
- Handling the Canada export documentation.
- Experience in transportation system management, bookings, bill of lading etc.
- Having good knowledge in global geography particularly in USA and Canada.
- Working knowledge in Canadian exports and imports documentation.
- Acting as point of contact for MSC Canada for Canadian export documentation.
- Responsible for reporting team's daily productivity.

June 2019 – December 2020: QUARTZKRAFT LLP, HYDERABAD, TELANGANA

- Preparation of export Invoices, Packing list, Purchase orders etc.
- Handling of all Import & Export documentation.
- Shipment planning and coordination with factory and freight forwarders.
- Placing Import orders, tracking imports status and BOE, customs clearance follow up.
- Follow-up & Interaction with charters, shipping lines for meeting shipment schedule.
- Shipment coordination with production department & Packing department and planning for shipment.
- Experience in handling of ECGC Policies, applying Credit limits and ECGC claims follow ups.
- Coordinating closely with local suppliers and logistics.
- Tracking the consignment still it reaches the destination & informing delay/early reaching of consignment to customer
- Responsible for maintaining internal data and generating weekly, monthly stock reports.
- Filing ISF forms, Scrutinizing and approving checklists & BL drafts.
- Maintain a direct relationship with bank pertaining to all export / import procedures and documentation.
- Handling of LC documents, Packing credit and Bank guarantee

December 2016 – May 2019: TULIP GRANITES PVT. LTD, HYDERABAD, TELANGANA

- Preparation of Import & export documents like Pro forma Invoice, Purchase Contract, Commercial Invoice, Packing List, Inspection Certificate, Insurance certificate as per requirement of consignee or at the time of customs clearance
- Preparation of Post Shipment & Pre-Shipment Documents.
- Responsible for issuing of delivery challans, e waybills for the delivery of goods from the factory to the port of loading.
- Verification of checklists and draft BLS, advising any necessary changes required and confirming the final shipping bill and BL.
- Shipment tracking and updating status of shipment to the customer on timely basis.
- Performing express/telex release for customers as requested.
- Responsible for the timely submission of exporter copy, bill of lading, commercial invoice and packing list to the bank for realization.
- Over all responsible for coordination of customer order fulfillment, from receipt of the customer order to delivery to the customer.
- Coordinating with the factories with the help of production team and updating the status of the order in detail with the Buyer on day-to-day basis so as to deliver shipments.
- Planning and Supervising of export shipments. Managing all procedures, formalities, transportation (logistic). Keeping track records of the goods in transit and updating buyers accordingly.
- Coordinating with shipping lines/CHA/agents and other freight forwarders for scheduling and booking the shipment to ensure smooth and timely cargo delivery.
- Follow up with customs for duty drawbacks & IGST refunds
- Negotiating with Banks for Outward & Inward remittance conversion rates and sending disposal and payment instruction.
- Working closely with banks and liaison for negotiation of documents as per L/C.
- Preparing Import LC application as per Purchase Contract and coordinate with the banks for processing.
- Receiving Export LCs and verifying with check list and point out discrepancies if any and requesting for necessary amendments.
- Responsible Pre shipment and post shipment finance like Packing credit, PCFC, advance against cheques /drafts, Export bills discounted, Export Bills negotiated etc.
- Ensuring proper insurance cover and other documentations for smooth transfer and transportation of cargo from port to factory or warehouse.
- Controlling all import payments and timely submission of documents to the Bank.
- Liaison with Bank Pertaining Exports Bills Closing and uploading E-BRC
- Notifying to customers about the amount their debts, making statistics of import – export goods every month

SEPTEMBER 2013 – NOVEMBER 2016: ICICI BANK LIMITED, HYDERABAD (Third Party Payroll)

- Scrutiny of Export and Import documents, transport documents, commercial documents, regulatory documents, Insurance documents, Financial documents.
- Uploading of the BRC data and realization of the export proceeds against the remittance received in the bank and issuing the bank realization certificate.
- Communicating unrealized bills to the concern branches and customers as per RBI guidelines
- In-depth experience in trade finance products and systems like Bank guarantee, Letter of Credit etc.
- Verification of applications for LC and BG issuing as per the compliance and forwarding for the approval
- Finding out Discrepancies and informing to the concern banks and customers through financial letters, SFMS and SWIFT.
- Responsible for maintaining the trade information database and ensuring communication is understood to the appropriate parties.
- Knowledge in compliance regulations (Anti-boycott regulations, Anti-money laundering, and OFAC – Office of the foreign asset control).
- Expertise in MIS reporting by using MS excel and Finacle.
- Having expertise in using Advanced Excel (Formulas, Functions, lookups, Pivottables)
- Responsible for generating timely and accurate reports for analysis. Creating MIS/ Dashboard reports and presenting them to the concern authority.
- Responsible for Importing and exporting of data from Finacle, text files, file sharing.
- Expertise in creating pivot tables and modifying spreadsheets to achieve analytical goals.
- Managing spreadsheets up to date and maintaining data to ensure accurate data availability for managers and decision-makers.
- Coordinating with branches and customers, compliance for processing of trade transaction

TECHNICAL SKILLS

- Expertise in MS Word, MS Excel, MS Power point, MS Access.
- Having good knowledge in Operating Systems like Window XP, Vista, Windows 7, Windows 8, Windows 10, Ubuntu 16.4.2.
- Finacle 10.2.09, Transport Management System.

EDUCATION

Study	University	Year	Percentage
MBA Marketing and HR	Krishna University	2012	70
B A Psychology, English	Osmania University	2010	67
Intermediate	SMJ College	2007	76
SSC	Narayana Vidya Nikethan	2005	79

STRENGTHS

- Positive attitude, enthusiasm to accept challenges.
- Ability to work under pressure and work as part of team.
- Strong motivation and interpersonal skills.

DECLARATION

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

Place: Hyderabad
Date:

T. B RAJESH REDDY