

Notice for Placement

30th August 2024.

Job opportunity for FOREIGN TRADE MANAGEMENT STUDENTS.

Company Name: - Indenta Chemicals India Pvt. Ltd

Position: - **Export Intern**

Work Location: - Chakala, Andheri East

Company Background

We are a 50-year-old company into Manufacturing, Imports, Exports and B2C business. Indenta is a team of more than 100+ people, exports in over 40 companies, offices in US, Australia & China. Indenta group provides chemistry for a sustainable future offering value added products and services solutions to the pharmaceutical and personal care industry. The company is a leading global provider of "integrated and adaptive solutions" for the life science, personal care and advanced technology industries. We aim to create value through innovation, high earning and growth. For more details about our company please visit our **Website:** www.indenta.com

Job Profile / Responsibilities:

1. Handling export correspondence, Sending Quotations, arranging samples for the clients.
2. Handling export documentation, packing list, Certificate of origin, Shipping instructions, Customs declaration.
3. Handling/ checking export documents and submission to the Banks.
4. Keeping track of remittances received and providing details to accounts PI/invoice wise.
5. Checking the payments received bank charges related to the export transactions.
6. Collaboration with the Factory to ensure timely availability of goods and smooth order fulfilment.
7. Coordinating & Processing Sales orders

Indenta Chemicals (India) Pvt. Ltd.

Office: 117, The Summit Business Bay, Near WEH Metro Station, Opp. PVR Cinemas, Off, Andheri Kurla Road, Andheri (E), Mumbai 400093
Phone: +91 22 2684 9600 | Fax: +91 22 2684 9060 | Email: indenta@indenta.com | Website: www.indenta.com

Unit 1: Building no. 73, Gala no. 7, Indian Corporation Compound. Village Gundavli, Mankoli Naka, Bhiwandi, Thane - 421302.
Unit 2: Plot No. 1405, GIDC Sarigam, Dist. Valsad, Gujarat - 396155.





8. Communication with logistics & CHA for getting freight rates, negotiation and finalization of rates.
9. Preparing reports related to the work to inform the pending issues, stays action taken/being taken.
10. Making periodic Price Lists and Coordinating with teams for updating the same.

Required Qualification: Post graduate Programme in Foreign Trade Management (pursuing)

Experience: 0-1 Years

Other / Special Requirements: A course in Export Import is preferred

Remuneration: 12,000 per month

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - Navya Poonja

Email id: - navya.p@indenta.com

Contact no: - 8169019027

Corporate office: The Summit Business Park,
Near WEH Metro Station, Gundavali,
Andheri East, Mumbai, Maharashtra -400093

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