

Notice for Placement

Job opportunity for Export Import Management

Company Name:- **N H Enterprises an recruitment company have job opening for one of the MNC Pharma company**

Position:- **Export Executive**

Company Website:-

Work Location:- **Malad**

Company Background The company is into Pharma sectors having turnover about 25+ crores with branches all over India and abroad.

Job Profile / Responsibilities:

We require a male graduate candidate with good communication skill.

He would have to travel as an when required by the company

Jd's for Export Exeutive is given below:-

Pre-Shipment Documentation:

- 1) Preparing Invoices, Packing lists, SDF, Shipper Certificates, etc for processing the shipment through customs.
- 2) Corresponding with the Clearing agents for dispatch of shipments
- 3) Getting the AWB/BL on time by following up religiously, taking care that the details on AWB/BL are as per the instructions of the buyer.

Post-Shipment Documentation:

- 1) Preparing the bank Documents which include: Commercial Invoices, Custom attested invoices, Bill of Exchange, AWB/BL, covering letters for submission.
- 2) Applying for BRC's once the payment is received.
- 3) Sending the EP copies to the factory for excise purposes after getting the same from the clearing agent.
- 4) Sending the details of shipment to the buyers so that they can clear the consignments at the importing port.
- 5) Filing of Analytical Reports (Neutron) shipment wise/Country wise.
- 6) Updating of Order details vis-à-vis dispatches and coordination with factory about status Country wise.

Additional Function:

- 1) Prepare and maintain departmental information, and complete filing
- 2) Reorganize the department's filing system to facilitate document retrieval and saving of time.
- 3) In charge of sending overseas couriers and taking care of courier documentation.
- 4) Handling of Export queries

Key Skills:

The candidate should be energetic and willing to take the responsibilities.
He should be able to work in pressure.

Required Qualification:

A Male graduate candidate Fresher with diploma in Export and Import Management will also do.

Experience with 1-2 Years in Export Documentation can also apply

Experience: Fresher or Experience

Other / Special Requirements:

Remuneration:10k-12k

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

Contact Person: - yogita

Email id: - Yogita@nhenteprises.net Contact no: -8080017677

Corporate Office:

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