

## Notice for Placement

**Job opportunity for** Export Import Management

Company Name:- **N H Enterprises** an recruitment company have job opening for one of the **FMCG Oil Sector**

Position:- **Export Executive**

Company Website:-

Work Location:- **Colaba**

**Company Background / About Company:** The company is into FMCG sectors having turnover about 100 crores with branches all over India and abroad.

### **Job Profile / Responsibilities:**

We require an 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:** An Graduate with diploma in Export and Import Management

**Experience:** we require an experience candidate between 2-3 Years in Export Documentation work.

**Remuneration:** CTC upto Rs.4 lakhs

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

**This position is on urgent basis so pls. send resume at earliest**

Contact Person: - yogita

Email id: - [Yogita@nhenteprises.net](mailto:Yogita@nhenteprises.net) Contact no: -8080017677

**Corporate Office:**

Geetashree Apt, A-203,Navghar Vasai E

## 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 / About Company:** 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. 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

**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](mailto:Yogita@nhenteprises.net) Contact no: -8080017677

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