

Notice for Placement

Till what date the candidate can apply? 16th June 2016

Job opportunity for Export Import students.

Company Name:- **Shangrila Corporate Services Pvt Ltd**

Position:- **Executive- Documentation**

Company Website:- www.scsindia.co.in

Work Location:- **Andheri West**

Company Background / About Company:

Shangrila Corporate Services Pvt Ltd is a flagship group company and is one of India's leading consulting organizations and is an established name in the area of Trade laws and Indirect Tax advisory. The company has for the last 3 decades been providing advisory and transaction services to various large and medium sized enterprises in the area of foreign trade and indirect taxation thereby helping them realize maximum monetary returns/benefits against their exports & Infrastructure projects.

The management of SCSPL is led by an experienced entrepreneur who is assisted by a team of multi discipline professionals who are seasoned experts in their own areas within service lines. These include Indirect Taxation experts, Commercial experts, Accounting professionals, Legal experts and Statistical Experts amongst others relevant to business operations and client servicing.

SCSPL is part of Bhagchandka group of businesses, which is a diverse business group with interests in Infrastructure, Energy, Entertainment, Financial Services and Trading in India.

It is a privately held close knit family enterprise run by professionals having experience and potential to undertake projects of a varied nature.

Job Profile / Responsibilities:

- Handling Import & Export Documentation
- Co-ordination with Client & handling below mention Job Types: (EPCG, Advance License, SFIS, FMS, FPS, MLFPS, IEIS as applicable)
- Collecting the documents from the clients & submitting the same to office.
- Keeping track with the clients in respective of their applications.

Key Skills:

- Knowledge of Import Export documentation.
- Excellent written & verbal communication skills in English,
- Eye for detail.
- Operational knowledge of MS Word & Excel.

Required Qualification: Graduates with Diploma in Import Export Management.

Experience: 0 -2 years

Other / Special Requirements:

Remuneration: As per industry standards

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

Contact Person: - Ms. Shilpa Bhardwaj

Email id: - shilpa.b@scsindia.co.in

Contact no: - 022 61355018/19

Corporate Office: Shangrila Corporate Services Pvt Ltd, A 301, Crystal Plaza

landmark: Opposite Infiniti Mall, Andheri west

Nearest Mumbai local station: Jogeshwari

Nearest Metro Station: D. N. Nagar