

11<sup>th</sup> May 2024.

## Notice for Placement

Company Name:- **Viraj Profiles Pvt Limited**

Position:- **Executive – Export Documentation**

Company Website:- [www.viraj.com](http://www.viraj.com)

Work Location:- **Andheri East**

**About Company:** Viraj Profiles Pvt. Ltd is one of the largest manufacturers and exporters of Stainless-Steel long products in the world. With a turnover of USD 1.5 Billion, the company is exporting its stainless steel products (Wire Rods, Wires, Welding Wires, Flanges, Fasteners, Bright Bars and Profiles) to more than 1300 customers based across 96 countries spread in 6 continents. With a melting capacity of 528,000 tons per annum, the company produces more than 50,000 SKUs in different shapes and sizes with grades like Austenitic, Ferritic, Martensitic, Duplex and Electrode. The core competency of Viraj Profiles Pvt. Ltd lies in its integrated manufacturing facilities, which enables it to meet customer-specific requirements.

### Job Profile / Responsibilities:

- Familiar with FEMA / RBI Compliances , Inco terms etc. related to Export Trade;
- Familiar with Export LCs and related clause / compliances;
- Preparation & checking of export documents (Pre & Post Shipping Documents) like Draft (Bill of Exchange), Performa /Commercial Invoice, B/L , Insurance certificate , Certificate of Origin , MTC , Shipping Bills etc. as per LCs and export orders.;
- Export Bills realisation / IRMs disposal to the banks;
- eBRC /EDPMS (IRM & SBs) Clearance - on daily basis
- Export Bills discounting / PC or PCFC disbursement & end use funds submission to the bank;
- Familiar with IBS/SAP/ Other Export software ;
- Regular basis update export MIS and keep documents records in appropriate;
- Knowledge of MS Windows like Excel , word , Power point etc.;

- Good communication skills , Positive attitude , Team management and desire to learn more abilities
- Coordination with Internal (Shipping , Sales, Forex Dept. etc.) / External (Banks, Insurance etc.) related stake holders.

**Key Skills:** Good Communication Skills, Good Knowledge about subject

**Required Qualification:** Post Graduate Program in Foreign Trade Management

**Experience:** 0-05 Year s

**Other / Special Requirements:**

**Remuneration:** 20-25 K ( Fresher's ) For Experienced Hike on Current Depending upon Interview

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

Contact Person: - Roshni Tharwani

Email id: - **Roshni.tharwani@viraj.com** Contact no: - 9371099717

**Corporate Office:** Viraj Tower Ground & First Floor junction of Andheri Kurla Road  
.Western Experss Highway . Near Land Mark Building , Andheri East