

RESUME

Nisha Chauhan

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Career Objective

Seeking a responsible supervising post for challenging position and looking forward to make a significant and productive contribution in a organization that offers a genuine opportunity for progression where I can utilize my qualification and experience to carry out my duties efficiently and develop a successful career with the organization.

Educational Details

- MBA specialization in **International Business Administration** (2014- 2016).
- Bachelor of Computer Application (BCA) from Indraprastha Institute of Technology & Management (IITM) Janakpuri, Delhi (2009-12).
- 12th (Commerce with Math's) from CBSE Board, Delhi in 2009.
- 10th from CBSE Board, Delhi in 2007.

Extra Educational Details

- Export Import Management workshop by Indian Institute of Export Management Bangalore, India.

Functional Key Area

- Forwarding, Negotiation, Customs Clearance, CHA, Order Management, Dispatch, Billing, Payment follow-up, Import Purchase with Shipment Handle, Advance License Consumption and Redemption, MIS Reporting, Repeat Orders follow-up with Existing Buyers, Sales Support, Customer Service, Preparation of Quotes and Maintain Record.

Work Experience

Total worked experience: 10+ years

- Since September 2020 to January 2024 working with **Stain Lay India Pvt. Ltd.** as Manager – Export & Import.
- March 2018 to August 2020 worked with **Paramount Products Private Limited**, as Senior Executive Export & Import.
- June 2016 to February 2018 worked with **Sulson Overseas Private Limited**, as Senior Executive cum Coordinator of Export - Import Documentation and Shipping Department.
- September 2013 to March 2016 worked with **Scan Holdings Private Limited**, Joined as office coordinators and promoted to Freight and Purchase Coordinator.

Strong Area

- **At Stain Lay India Private Limited – Stainless steel Utensils Manufacture and Exporter: Handle Europe country buyer and shipment.**
- **At Paramount Products Private Limited – Garment Manufacture and Exporter: Handle buyers: H&M, Indiska, ASOS, Just Group, Bestseller, SuperDry.**
- **At Sulson Overseas Private Limited - a Basmati Rice Exporter: Brands: Banno, Samma, Gold Gate etc. (Strong at Middle East).**
- **At Scan Holdings Private Limited – Metal Packaging for foods and beverages trader: Worked for: United Beverages, SAB Miller, Ravi Foods etc.**

Responsibilities Handle

- Prepare and manage export documentation for shipment and facilitating communication with respective authorities.
- Process commercial invoice documents with integrity and accuracy. Verify the document checklist to ensure all documents are error free.
- Communicate with appropriate internal/external customers, loading facilities, freight forwarders, brokers, vendors and customers.
- Ensure timely processing of export shipments.
- Create, assemble and present applicable export documentation required per country specific destination in accordance with export laws and regulations.
- Submit timely document instructions to freight forwarders, independent surveyors and other third party industry providers.
- Maintain export files in an organized and catalogued system.
- Support cross-functional departments involved in international business transactions.
- Ensure compliance with export laws and regulations.
- Create loading instructions and maintaining job records.
- Monitor drawback credit, BRC realization, foreign advance payment, LC payment, advance licence consumption as well redemption etc.

Extra achievement

- New buyer search and development support sales team.
- Website layout / Design and Development.
- Content write-up for the website and catalogue.
- Photo shot of factory, showroom and product.
- Support towards supervisor profiles and factory development.

Technical Skills

- Excellent knowledge of computer, MS office etc.
- Extra Knowledge as additional subjects: Web Design (HTML), French foreign Language, Financing, Accounting and Visual basic, Tally ERP.

Interests and Strengths

- Negotiation skills.
- Reading books, News Paper and prefer professional conversation.
- Hard working, Honesty about work and organization norms, Team Work, Convincing skills, willingness to learn continuously.

Personal Information

Husband's Name : CS Rakesh
Date of birth : 12th September 1991
Nationally : Indian
Languages Known : Hindi (Mother tongue),
English (Speak/Write/Read) &
French (beginner)

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Nisha Chauhan

Place: New Delhi