

Resume

Vinay Sharma



Permanent Address

Plot No. 162, Y Block, New
Roshan Pura, Najafgarh
New Delhi -110043

Phone :

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E-Mail:

0001vinaysharma@gmail.com

Personal Data

Date of Birth: 19-11-1994
Father's Name: Mr. Mahesh
Sharma
Occupation: Self Service
Mother's Name: Mrs. Rekha
Sharma
Occupation: Housewife
Marital Status: Married
Wife's Name: Jyoti Sharma
Occupation: PGT Physics

Hobbies & Interests

- Listening Music
- Cycling

CAREER OBJECTIVE:

To seek an opportunity and responsibility for growth and career advancement with the previous experiences in organizations and skills gained during my tenure.

PROFESSIONAL EXPERIENCE:

Organization- Saya Stationeries Pvt. Ltd.

Designation- Export Executive

Duration- 2nd Sept 2019 to June 2020

Work Responsibilities-

- Managing Export procedure of the Company
- Coordinating with Overseas Buyers and finalizing Product Specifications
- **Successfully Imported Machinery under EPCG**
- International Marketing experience of **Paper World Exhibition Frankfurt, Germany 2019-2020** And successfully generated business with stationery tycoons of USA and Israel
- Attending overseas clients for inspection and project completion purposes in Manufacturing Plant

Organization- Scan Holdings Private Limited

Designation- Shipping Executive

Duration- 1st May 2019 to 31st Aug 2019

Work Responsibilities-

- Freight forwarding
Managing Shipments of the Company
- Import and Export Documents
- Managing of Inspections in various Countries
- Coordination with Suppliers from different countries
- Weekly Basis Tracking of cargo
- Daily Basis updates for Shipments Sheets, Po sheets and Inspection Sheets in Excel
- Coordination with Agents and Shipping Line

Language Known:

- English
- Hindi

Strengths

- Flexible with the ability to work within a group
- Focused
- Goal-oriented
- Good Communication
- Hard Working
- Punctual

Organization- Promise Manpower Services Private Limited

Designation- Finance and Accounts Executive

Duration- Aug 2017 to Feb 2019

Work Responsibilities-

- Making of daily general vouchers and posting in Tally.
- Bank reconciliation & cash management of petty cash.
- Handling day to day accounting i.e. making Cash Book, Bank book, Journal & Sales Books.
- Knowledge of GST Return, TDS Return.
- Stock In and out Entries, Maintain Stock
- Debtor, Creditor & TDS Reconciliation
- Billing, Invoices Generation
- Prepare Salary Sheet for Employees

EDUCATIONAL QUALIFICATION:

Qualification	University/Board	Marks Obtained	Year of Passing
MBA (Finance)	Sikkim Manipal	60%	2018
BBA (Finance)	Sikkim Manipal	61%	2014
A.P. School (XII)	CBSE	65%	2011
JVMH School (X)	HBSE	66%	2009

COMPUTER & OTHER SKILLS:

- Knowledge of Basic Computer
- Efficient in working with Excel
- 35 W/M of Typing Speed
- Successful completion of Customs clearance, MEIS Schemes, EPCG Schemes, EPCG Authorization, Advance Authorization and Freight Forwarding
- Skills gained at Foreign Trade Academy:
- Export Import Management (Customs clearance and Freight forwarding)
- Filing of Bill of Entry in Customs EDI Software
- Filing of Shipping Bill in Customs EDI Software
- MEIS Filling
- SEZ Documentation
- Advance Authorization Process
- Overseas market research
- Price Quotation

- Export Import Documentation
- Customs law and procedure (Customs Act 1962)

ELIGIBILITY FOR JOB:

I am ready to perform assigned job in a professional environment of the organization because of my strengths, skills and experience.

DECLARATION:

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Date:

Place: New Delhi

(VINAY SHARMA)