

## CURRICULUM VITAE

# BHOOSHAN BALKRISHNA GULLAPELLI



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### ❖ OBJECTIVES

I want to advance my career in a company that values merit, professionalism, provides opportunities for personal and profession growth. I wish to seek an environment that is intellectually stimulating. In the long run, I would like to shoulder increased responsibility and move on the high echelons of the firm.

### ❖ PROFESSIONAL EXPERIENCE:

**Currently working as Senior Logistics Executive since April 2018 (Six Years)**

**ITS Coatings Pvt Ltd | Onward Chemicals Pvt Ltd | ExSyn Corp | Chemsciences FZC**

**ITS Coatings Pvt Ltd is into Manufacturing of Road Marking Paints**

**Job Profile: -**

- Procurement of required Raw materials locally for manufacturing of Paints used in Road Markings segment such as Emulsions, Additives, Pigments, etc.
- Keeping regular follow up with manufacturing units on stocks status and gets Raw materials arranged well advance to avoid last moment rush of production process.
- Knowledge of searching new vendors in local markets to get competitive rates and immediate dispatch of material.
- Managing to get Raw materials delivered to Manufacturing units on time.
- Keeps follow up with Accounts team for getting payment released of all vendors as per their due dates on time.
- Ability to get queries resolved if any rises while manufacturing process with help of Regulatory team, Suppliers, etc.
- Maintaining good relationship with all vendors.
- Preparing MIS report as per requirement of Management for review of Finished products status.

**Onward Chemicals Pvt Ltd is into Trading of Import Shipments**

**Job Profile: -**

- Procurement of Import purchase for Raw Material such as Resin, Glass Beads, Titanium Dioxide, etc. which are used in Road Marking Paints Industries after reviewing stock with Management.
- Knowledge of Local purchase for Raw Material which are used in Road Marking Paints Industries after reviewing stock with Management.
- Looks after Sea as well as Air shipment Import clearance from any port in India.
- Knowledge of Courier shipment clearance.
- Knowledge of DPD+DPD (Direct Port Delivery) & DPD+CFS (Direct Port Delivery from CFS) where shipment get released from Port | CFS within Free time from arrival at port.
- Co-ordinating with Clearing Agents by providing pre-alert documents well advance for custom clearance and keep regular follow up for the same with them.

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- Co-ordinating with Clearing Agents as well as Forwarders for clearance related queries and get shipment released within free time of shipment.
- Checking & approving Import checklist prior to filing Bill of Entry for clearance of shipment and arranging Originals / Telex BL before clearance of shipment.
- Knowledge of tracking shipment status through various shipping line websites.
- Knowledge of checking freights through multiple Forwarders.
- Knowledge of Normal B/E, In-Bond, Ex-Bond Bill of Entry.
- Knowledge of incoterms such as CIF, C&F, FOB, etc. & Delivery terms in Local purchase such as FOR Bhiwandi / EX-Bhiwandi, etc.
- Coordinating with various Transporters for transporters for dispatch of Local material (Part load & Full Truck Load) and Import Containers from Port to respective destination.
- Co-ordinating and following up with Finance team for payment related queries and get payment released on due dates for respective vendors.
- Resolving customer queries with the help of respective teams & CHA's help.
- Maintaining good relationship with all vendors.
- Good knowledge of communication on mails especially of outlook.
- Preparing MIS report as per requirement of Management for review of Finished products status

### **ExSyn Corp & Chemsciences FZC (UAE) is into Trading of Chemicals.**

#### **Mostly Merchant Exports**

##### **Job Profile: -**

- Handling Merchant Trade Export shipment usually from China to Melbourne, USA, etc.
- Knowledge of preparing Pre & Post shipment documents related to Merchant trade Export.
- Knowledge of checking freights through multiple Forwarders.
- Knowledge of incoterms such as CIF, C&F, FOB & Ex-work Shipments.
- Knowledge of tracking shipment status through various shipping line websites.
- Submitting all required documents to bank for closure of respective Merchant Trade shipments on time.
- Following up with customers for payment as per due dates.
- Maintaining good relationship with all vendors.
- Preparing MIS report as per requirement of Management for review of Finished products status

### **Previous Work Experience**

#### **Pudumjee Paper Products Limited – Worked as Import Executive**

##### **From August 2017 – April 2018 (8 Months)**

- Procurement of Raw materials such as Wood Pulp and Wastepaper as required by the plant from time to time.
- Providing Pre-alert documents well in advance and regular follow up with CHA about shipment status.
- Checking & approving checklist of Bill of Entry prior to filing well advance arrival of shipment at port.
- Managed Import payments and got released original documents in time for clearance.
- Co-ordinated with multiple transporters for dispatch of material to final destination.
- Managed to get customer queries resolved with the help of documentation team.
- Prepared MIS report as per requirement of Management for review of Shipment status.

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### **Procter & Gamble – Worked as Purchase Executive on Ashkom Pay role April 2016 – August 2017 (1 Year 5 Month)**

- Taking regular follow up with vendor regarding payment clearance.
- Worked and coordinated with accounts payable, depots and vendors in resolving payment issues.
- Prepared vendors agreement on quarterly basis and keep track of same.

### **Cipla Ltd – Worked as Import Purchase Executive February 2007 – March 2016 (9 Years 2 Month)**

- Handled Import documentation & Custom clearance of EOU & SEZ shipments.
- Submitted Original Duplicate Bill of Entry to Accounts for getting Cen vet benefits and Triplicate to bank as payment proof.
- Providing Pre-alert documents well in advance and regular follow up with CHA about shipment status.
- Checking & approving checklist of Bill of Entry prior to filing well advance arrival of shipment at port.
- Maintained good relationship with all vendors.
- Good knowledge of communication on mails especially of outlook.
- Knowledge of tracking shipment status through various shipping line websites.
- Knowledge of Normal B/E, In-Bond, Ex-Bond Bill of Entry.
- Prepared daily MIS report as per requirement of Management for review of Shipment status.

### **❖ Educational Qualification:**

<b>BACHELOR OF COMMERCE</b>			
<b>PASSING YEAR</b>	<b>SCHOOL   COLLAGE NAME</b>	<b>BOARD/UNIVERSITY</b>	<b>GRADE / PERCENTAGE</b>
2008-2009	Vikas Night College of Arts Commerce & Science Vikhroli East Mumbai	Mumbai University	41.14% (Pass Class)

<b>HIGHER SECONDARY SCHOOL (12<sup>TH</sup> GRADE)</b>			
<b>PASSING YEAR</b>	<b>SCHOOL   COLLAGE NAME</b>	<b>BOARD/UNIVERSITY</b>	<b>GRADE / PERCENTAGE</b>
2005-2006	Vikas Night College of Arts Commerce & Science Vikhroli East Mumbai	Maharashtra State Board	42.50% (Pass Class)

<b>SECONDARY SCHOOL CERTIFICATE (10<sup>TH</sup> GRADE)</b>			
<b>PASSING YEAR</b>	<b>SCHOOL   COLLAGE NAME</b>	<b>BOARD/UNIVERSITY</b>	<b>GRADE / PERCENTAGE</b>
2003-2004	Madhyamik Vidhyala Vikhroli East Mumbai	Maharashtra State Board	50.99% (Pass Class)

## CURRICULUM VITAE

### ❖ **Computer Knowledge:**

- MS-Office (Word, Excel, etc.)
- Basics of V-Look up & H-Look up
- Internet Surfing.
- SAP Basic Knowledge

### ❖ **Personal details:**

**Date of Birth** : 23<sup>rd</sup> March 1987  
**Languages Known** : English, Telgu, Marathi & Hindi  
**Nationality** : Indian  
**Religion** : Hindu, Padmashali  
**Qualities** : Efficient, Hardworking, and Confidence  
**Marital Status** : Married  
**Hobbies & Interest** : Playing and Watching Cricket, Listening to Music, etc.

**I declare that, above information provided is true and to the best of my abilities.**

**Place:** Mumbai

**Date:**

**Reference (if any):**

**Yours Sincerely**

*Bhooshan Gullapelli*

**Bhooshan Balkrishna Gullapelli**