

CURRICULAM VITAE

SUMIT SINGH

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Objective

To utilize my education and experience in the field of **Supply Chain Management/ Export/Logistics** to the company where dedication and reliability is appreciated. Also to learn new skills in dynamic environment where there are opportunities to Contribute to your company and develop my personal skills and knowledge.

Work Experience

One year experience of marketing.

One year experience of shop-keeping in Goa.

Six months experience of share trading.

Current Working as an **Export Executive (May 2014 - Present)** in **Rahman Industries Ltd.**

Organization profile

RAHMAN Company Profile

Group Overview:

Rahman Group is a three decade old conglomerate and is one of the fastest growing enterprises located in Kanpur and is a known name in the Leather and leather Products with substantial export market Rahman group of Industries is essentially a leather products manufacturer.

About Rahman Industries Ltd (RIL)

RIL is essentially in to the manufacture of finished leather, Shoe Uppers and Safety Footwear. Operations span across Tannery, Uppers and Footwear divisions.

Job Responsibilities

CURRENT RESPONSIBILITIES

- a. Post-shipment data entry in oracle software (Legacy).
- b. Create packing list in oracle software (Legacy).
- c. Follow-up with CHA for pending drawback via mail.
- d. Follow-up with A/C departs for payment advice and bank advice.
- e. Follow-up with CHA for freight certificate and update in software.
- f. Post-shipment data entry and create Shipment advice in SAP software.

OTHER JOB RESPONSIBILITIES HANDLED

- a. Follow-up with customs for duty drawback.
- b. Maintain weekly details of pending drawback in Excel.
- c. Maintain monthly export sale report.
- d. Check and approve Draft B/L received from CHA via Mail.
- e. Check and approve Checklist of shipping bill received from CHA via mail.

- f. Create details in Excel and maintain records for Summon/Notice received from DRI / ED / RBI.

GENERAL

- a. Good knowledge of oracle (Legacy).
- b. Exclusive knowledge of Export procedure, supply chain management.
- c. Proficient in mails.
- d. Good knowledge of MS Excel.

Educational Qualifications

- a. B.Com Graduate (Passed 2016)
- b. XII (Passed 2008)
- c. X (Passed 2005)

Technical Qualifications

MDCIM (Master Diploma in Computer Information & System Management)

Personal skills

- a. Innovative in performing any responsibility
- b. Ability in learning new things in short period
- c. Full confidence and enthusiastic
- d. Ability to work with a team
- e. Problem solving Ability

Personal Information

Father's Name	Mr. Sobran Singh
Date of Birth	19 th June 1987
Gender	Male
Marital Status	Married
Languages Known	English and Hindi
Address	67-A ompurwaChakeri Road Harjendar Nagar Kanpur-208007

DATE

(Sumit Singh)

PLACE: KANPUR