

## Curriculum Vitae

### Present & Permanent Address:

36/35, RAJA RAMMOHAN ROY ROAD,  
MON MOHAN PARK, SARADA APARTMENT, 4<sup>TH</sup> FLOOR,  
FLAT NO. 4D; P.O:- BARISHA; P.S:- BEHALA; DIST: SOUTH 24 P.G.S;  
KOLKATA: 700 008; WEST BENGAL, INDIA



### Personal Details:

Title *Mr.*  
First name **MAHESWAR**  
Surname **DATTA.**

**Date of Birth**: 01-02-1980 / (Feb 01, 1980);

Contact number (Mob.) **(+91) 9007 466 088**

Email ID **maheswardatta28@gmail.com**

Father's Name : Sri. Hrishi Kesh Datta.

Passport validity details : **S8875403 Issue Date- 20-11-2018, Valid upto : 19-11-2028**

Marital Status : **Married & having a sweet Daughter (+ 10 years old).**

Languages Known : **Bengali (Mother Tongue), English, & Hindi**

### Inter- personnel Skills:

A proactive, client-facing, calm under pressure, commercial acumen with outstanding organization skills. Good in Stress management & Negotiation. Ability to do work independently with a '**can do**' cum enthusiastic attitude & in most cases meet the deadlines. Eyes for detailing the execution plan; able to think outside of the box. Have faith in Teamwork spirit, well organized, and possess excellent relationship management skills. Familiar with **SAP 7.2 in FICO & MM, ERP – ORACLE (Finance); MS Word, MS Excel, Internet & MS Power point**. Fully equipped with effective verbal and written communication skills.

**Recent Employment Details:** (MBE COAL & MINERAL TECHNOLOGY INDIA PVT. LTD).

Joining date: Nov 01, 2010 **Notice Period: 01 Month Notice.**

Number of working days per week : **Mon to Friday (9.30 A.M. to 6 P.M.)**

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\*\*\*\* My Present C.T.C is: **INR. 6.07 Lacs P.A.**

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## Employment history—

### 1) **MBE COAL & MINERAL TECHNOLOGY INDIA PVT. LTD.**

Tenure: Nov 01, 2010 to till date.

Reporting to: Executive Director & AGM

Designation: **Asst. Manager – Commercial.**

### Key responsibilities:-

- **Import Execution**----- Hands on experience of International trades including High Sea Sale Arrangement. SVB (Special Valuation Branch) Finalization with Customs and dealing with RBI, FEMA;. Advance Remittance through Banks against Proforma Invoice. Following up with Overseas Vendors for Proper Documentation. Timely execution of Import Shipments on incoterm basis. Taking handing over of the shipment & vested the CHA for further Clearance & custom duty payment & thereafter send the materials to the destination. Freight Forwarders & CHA Selection for Export & Import Clearance. Verify all the Logistic related bills.
- **Export Execution** ---- Export Formalities & Internal Documentation, Export realization, Preparation of Cert. of Origin & Shipping Bills.; Duty Drawback, etc. Communicate the Shipping line and re-validate the D/O. ATA-Carnet Formalities during exhibition purpose.
- **Banking-** Liaison with banker for CAL Limit revival & enhancement, lien record and KYC updating of Directors. L/C opening/confirmation/discounting, processing Export-Import documents for collection, discounting, payments and LCs, Inward/Outward Remittance, Bank Realization Certificate (e-BRC) issuance/ pending status, Arranging Bank Guarantee for EXIM policy. Submission of Bill of Entry & Export documents as per FEMA, RBI rule.
- **Taking care of Insurance Coverages of**---- Marine cargo open policy, Workmen Compensation Policy, Fire & Burglary Policy, Group Medclaim policy , Personal Accident policy to smoothly perform all the running Sites, including Factories & HO. Insurance claim, liaison with the Insurance co. Follow up for CD Balance, Insurance Renewal & expiry etc...
- **Commercial vetting** -----of ABG, PBG , L/C, and other Tenders activities. Negotiation with Vendor's & Bankers for ABG, PBG, Security Deposit BG Issuance Timely BG issuance, BG extension & BG Retrieval after expiring. EMD & Security Deposit Arrangement in BG form. Corporate Guarantee making.
- **Logistics & Shipping-** Good relationship with shipping lines, Freight forwarders and CHA with sound knowledge on shipping line routing, transit times & freight negotiation. Planning of Cargo stuffing/De-stuffing, Logistics and arrangement for fast and cheap transporter & CHA. Transit tracking and to fulfill timely logistics services and co -ordinate till the cargo destination. Process documents through appropriate system in a timely manner to ensure compliance with established deadlines.
- **SAP / Oracle posting Supervision** --- All Sales Bill posting & Advance bills(P.I) Booking, All sites Vendor's Bill Posting; (Except KGP works unit); All Overhead Bills Posting, Import Bills posting.; Export Bills posting etc.
- **Vendor's L/C Issuance**---- LC negotiation with vendors, L/C Acceptance given to Banks in time.
- **Vendor development & Payment Collection** ---- Handle all type of Dispute between Management & Vendor resolve problems (both internal and external) in a fair and ethical manner.
- **M.I.S Reports Submission:** Generates various reports monthly basis from SAP/ ERP system as per schedules.

### 2) **SIMPLEX INFRASTRUCTURES ( was posted in LIBYA & QATAR )**

Tenure- Sept 2009 to June 2010.

Reported to: GM & Project Manager.

Designation: **Document Controller.**

- Keeping all records of Clients & Vendors (Master Copy & Controlled Copy).
- Maintain Registers, Issuing Documents as per demand, and Distribute C.C to different sections.
- Prepare **Material Transmittal, Method of Statement, recording** all approval timely.
- Compile and maintain control records & related files to release blueprints, drawings, and engineering documents to projects / operating departments.

**3) DEO VOLENTE IMPEX LTD. (Under SREI INFRA).**

Tenure - March 2005 - Till Sept 2009

Reported to: GM (Marketing).

Designation: **Sr. Officer.**

- Participated in various Govt. cum Private Tenders & coordinated during Tender opening and thereafter following up of each tender status, EMD submission & refund etc in accordance with company's policy.
- Vendors Management; Liaise with all Departmental Managers, to collect data about upcoming their requirements for budget planning purposes.
- Preparation of purchase orders, managing Supply Chain side, Store supervising etc.

**4) RADHARANI TEA & ESTATES (P) LTD.**

Tenure- April 2001 to Feb 2005.

Reported to: Sr. Manager.

Designation: **Officer.**

- Order processing and Invoicing of Vendors Management & awarding.
- Helped in Export & other Business Development in Domestic & Overseas sectors.

**Education Qualification:-**

Qualification	Board / University	Institution Name	Year
PGDBM in (Logistics & Finance). (10+2+3+3)	Recognized by AICTE, G.O. I	From I.I.S.W.B.M (KOLKATA), College Street. Recognized by - (W.B.C.U.T) & G.O.I.	2005 - 2007
B.Com. (Hons) (10+2+3).	(Calcutta University).	(St. Xavier's College, Kolkata) Under C.U. Kolkata in 2002	2002
H.S. / (10+2).	( Recg. by W.B.C.H.S.E)	(St. Xavier's College, Kolkata) Under (W.B.C.H.S.E Board ) - in 1999.	1999
Madhyamik / (10th)	(Recg. by W.B.B.S.E)	From Rahara Ramakrishna Mission Boys' Home, in 1997-Under (W.B.B.S.E. BOARD).	1997

**Job related Certificate courses --- In 2008, passed out --- Post Graduate Diploma (1yr) in Foreign Trade Management from "The Institute of Export Management, Calcutta". ---Internationally Accredited by UKAS (United Kingdom Accreditation Service).**

In May 2009, 06 months online- Certificate Course on - "Comprehensive Course in **Disaster Risk Management Framework**" from (**WORLD BANK INSTITUE**) WBI & NIDM which I successfully completed with a great applause.

I hereby declare that the information furnished above is complete and true to the best of my knowledge.

**Place: India, Kolkata.**

*Maheswar Datta.*

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(MAHESWAR DATTA).