

## **RESUME**



### **Rajesh Yashawant Sutar**

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#### **Career Object:**

To attain a challenging position in an organization where I can apply my potential and skills to meet expectations of organization and enhance my capabilities, in order to deliver my best to benefit the organization for its future growth.

#### **Academic Qualifications:**

S. No	Academic Qualification	Name of Institute	University/Board	Year	Percentage
1.	B.Sc. (chemistry)	Mumbai Univarcity	Maharashtra Board	2004	55%
2.	H.S.C Examination	Mumbai Univarcity	Maharashtra Board	1997	60%
3.	S.S.C Examination	Mumbai Univarcity	Maharashtra Board	1995	80%

#### **Additional Qualification:**

Certificate Course in **Export Import, Shipping, Logistics and Custom Clearance Management**  
from “**Alliance Institute of Export Import Management (AIEIM)** at CBD Belapur.

#### **Subject Covered:**

- ☑Export Import Trade Licensing
- ☑International Marketing
- ☑Searching International Buyers
- ☑ Export of Samples
- ☑ Port & Customs Registration
- ☑ Legal Documentation for Exports / Buyer Seller Contract
- ☑International Quality & Product Packaging
- ☑Export Pricing
- ☑ Application of THC as per LCL / FCL Shipments

❑ Export Risk Management / Cover

❑ Export Incentives / Schemes

❑ HS Coding System of Goods

❑ Inco Terms / Terms of Delivery

❑ Payment Modes & Terms

❑ Banking & Letter of Credits & Foreign Exchange Management

❑ Obtaining Export / Pre-Shipment Finance

❑ Negotiating Transportation & Ocean / Air Freight / CBM calculation

❑ Selection of right Shipping, Logistic & Custom Clearance Co.

❑ Domestic Transportation, Warehousing & Custom Clearance of Export Goods

❑ Dealing with Government bodies such as APEDA, MPEDA, Chamber of Commerce, Export

❑ Promotion Council, Animal Husbandry, Commodity Board, Pollution Control Board, DGFT,

❑ Customs, Excise, FSSAI, ECGC, Banks etc.

❑ Preparation of Pre-Post Shipment Documentation such as Commercial Invoice, Packing List, Certificate of Origin, Phyto-sanitary, Health Certificate, GSP, Bill of Lading, Shipping Bills etc.

❑ Custom Clearance Procedure

❑ Tracking of Export Shipments

❑ Export on Re-Import Basis

❑ Export of Household Goods

❑ Re-Export of Rejected Goods

❑ Factoring on Export Goods

❑ Preparing Export Cost Sheet per Shipment

### **Imports**

❑ Searching International Suppliers & Procurement of Import Goods

❑ Negotiations from Overseas Suppliers

❑ Import Cargo Tracking / Pre Alert of Import Documents

❑ Types of Imports – Home Consumption, Custom Bonded Cargo

❑ Temporary Imports for Re-Export Purpose

❑ Re-Import of Rejected Goods

❑ Import of Household goods

❑ Classification of goods as Per HS Codes

❑ Import Duty Calculation / Anti Dumping / Safeguard Duties

❑ Stamp Duty Calculation

❑ Container Detention Calculation

❑ High Seas Sale Purchase of Goods

❑ Preparation of Bill of Entries

❑ Preparation & Maintenance of DSR

❑ Preparation of Import Cost Sheet

## **BONDED WAREHOUSE**

### **Roles & Responsibilities:**

#### **1. Compliance with Regulations:**

- Ensure the warehouse operations comply with customs regulations and all other relevant laws.
- Maintain records of imported goods, including the value and quantity.
- Ensure that the correct duties are paid when goods are cleared from the warehouse.

## **2. Inventory Control:**

- Manage the inventory of bonded goods.
- Monitor the stock levels and ensure proper stock rotation (FIFO - First In First Out or LIFO - Last In First Out).
- Ensure proper documentation and tracking of goods entering and leaving the warehouse.

## **3. Customs Procedures:**

- Coordinate with customs authorities for the clearance of goods.
- Prepare and submit the necessary documentation for customs inspection.
- Handle and resolve any issues related to the customs clearance process.

## **4. Security Management:**

- Maintain high security to prevent unauthorized access and theft.
- Ensure the physical security of bonded goods by monitoring surveillance systems and implementing appropriate safety measures.

## **5. Documentation and Reporting:**

- Maintain accurate records of goods stored, transferred, and cleared from the bonded warehouse.
- Generate periodic reports for customs authorities and internal stakeholders regarding the movement of goods.

## **6. Handling of Export/Import Goods:**

- Ensure that goods are only moved to and from the bonded warehouse in accordance with import/export regulations.
- Supervise the handling of imported goods that will either be re-exported or cleared for local sale.

## **7. Handling of Damaged or Expired Goods:**

- Oversee the handling of any damaged or expired goods, ensuring compliance with legal and regulatory requirements for disposal.

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### **General Warehouse In charge**

A General Warehouse In charge is responsible for overseeing the overall functioning of a typical warehouse, including the receipt, storage, and dispatch of goods.

#### **Roles & Responsibilities:**

### **1. Inventory Management:**

- Monitor stock levels and manage reordering processes to ensure the warehouse is adequately stocked.
- Implement inventory control techniques to avoid stockouts, overstock, and stock discrepancies.
- Perform regular stock checks and audits.

### **2. Receiving and Dispatching Goods:**

- Supervise the receiving of goods, verifying quantities and quality against purchase orders.
- Ensure timely dispatch of goods to customers or other locations as needed.

### **3. Staff Management:**

- Oversee warehouse staff, including forklift operators, pickers, and packers.
- Train new staff and ensure they are familiar with warehouse procedures and safety standards.
- Create schedules for warehouse operations, ensuring efficient workflow.

#### 4. **Warehouse Organization:**

- Ensure the warehouse is organized for efficient picking, packing, and storage of goods.
- Maintain and update the layout of the warehouse to optimize space utilization and workflow.

#### 5. **Safety and Security:**

- Enforce safety protocols and ensure that warehouse workers are following safety guidelines.
- Oversee the installation and maintenance of safety equipment like fire extinguishers and first aid kits.
- Conduct safety inspections and address any issues immediately.

#### 6. **Shipping and Delivery Coordination:**

- Oversee the loading and unloading of goods, ensuring they are transported safely and efficiently.
- Ensure that shipping documents (e.g., invoices, packing slips) are accurate and complete.

#### 7. **Quality Control:**

- Monitor the quality of goods in storage to prevent damage, spoilage, or theft.
- Oversee the handling of returned goods, ensuring they are processed efficiently.

#### 8. **Reporting and Documentation:**

- Maintain records of stock movement, deliveries, and shipments.
- Prepare regular reports on stock levels, order fulfilment, and warehouse performance.
- Ensure all documentation is accurately filled out for shipping, receiving, and returns.

#### 9. **Technology and Systems Management:**

- Ensure the proper use of warehouse management systems (WMS) or inventory management software to track stock and orders.
- Implement new technologies to improve warehouse efficiency.

### **Work Experience:**

16 years **Terminal work** experience.

1.DP World Nhava Sheva-2002-2015

2.International Ports Services, Saudi Arabia, Dammam-2016-2016

3.MSI Shipping and Marin, Belapur as **EXPORT EXECUTIVE** -2021

4.Working as Domestic Sales at MK STEELS LLP Belapur. (DEC 2023- FEB 2024)

5.Currently working with Contegrate Bonded warehouse at JNPT as **WAREHOUSE INCHARGE**. (FEB 2024 TO TILL)

**Computer Skills:**

- MS Office
- Internet Surfing
- Typing Speed : 30 wpm
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**Strength:**

- Hard worker
- Positive Attitude
- Quick Learner

**Hobbies & Interest:**

- Playing Football
- Cooking
- Drawing
- Travelling

**Personal Dossier:**

Date of Birth : 01<sup>ST</sup> JUN 1979  
Father's Name : Yashwant Sutar  
Mother's Name : Sunanda Sutar  
Languages Known : English, Hindi, Marathi

**Declaration:**

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

Date :

Place: Uran

Rajesh Sutar