

Anuj Shukla

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Summary: PG level educated Management Professional with a broad set of skills applicable across different sectors and roles. Having a progressive half decade experience in Imports, Supply Chain, Logistics and warehouse management across the country, competitive environments. Assist logistics process for the development of new products, inventory maintenance, manufacturing, shipment and delivery, and returns on products. Keep detailed records and develop presentations to help management understand the logistics perspective. Collaborate with others from diverse backgrounds in order to identify problems and find solutions. Proven track record in Global Sourcing, Supplier Development, Costing & Negotiation, Logistics, Localization, Risk Mitigation & Compliance management. Draws insights from market and data analysis and provides recommendations and action plans to achieve desired results for sourcing initiatives. Leads cross-functional teams to drive identification of sourcing requirements

Core Competencies: Import & Export Documentation | Letter of Credit | CAD | DA | LC Negotiation | SWIFTS | Bank Guarantee | Operations Management | Incoterms® 20 | UCP 600 | URC 522 | Bond to Bond Sale | High Seas Sales | Bond & Ex-Bond Bill of Entry | Shipping Line Delivery Order | Customs Clearance | Demurrage Negotiation | Freight Quotation and Negotiation | Vendor Negotiation & Finalization | Conflict Resolution | Client Relationship | Customer Excellence | Decision making | SAP SD Module, Microsoft NAVISION, COSOHA Computers.

Qualification

- International Institute of Import & Export Management – Certificate in Export Import Management (2021)
- Symbiosis Centre for Distance Learning, Pune - MBA in Supply Chain Management (Aug 2017 – Aug 2019)

Experience

Manager – Export Import | Decorplast Ltd, Accra Ghana (West Africa) | Jan'2020 – Present

- Planning, direct and control for import and export shipments and supply chain function of the company. Overseeing and managing company's overall import export, supply chain operations strategy in order to maximize the process efficiency and productivity. Ownership of Customer Seller Experience metrics.
- Liaison with shipping lines, inspection agencies, freight forwarders, CHA and assigning job work for Export and Import shipments. Export containers booking with leading shipping lines, obtaining freight quotation, negotiating the freight value and approving them for further process. Ensuring that the export documentation is in place and government law are met for exportation of cargo for next available vessel.
- Liaison with international suppliers, Issuing Bank, Customs, local clearing agent (CHA) and freight forwarders to facilitate smooth end to end international shipment execution. Managing overall Forward, Returns Reverse Logistic Operations with Courier partners. Measure and improve on all operational KPI's across First Mile, Middle Mile and Last Mile Returns.
- Create new operational opportunities based on new business needs. Liaison with bank for LC establishments, CAD/LC payments and getting original documents released from the bank and sending them to clearing agent for customs clearance.
- Applying and obtaining duty and vat exemption certificate from Ghana Free zone Board for each import shipments and submitting it to the customs for exempting duty and vat from the import declaration. Submission of the same with Shipping line and Terminal for removal of vat from admin charges and terminal handling charges respectively.
- Define Standard Operating Process with Courier Partners across all legs drive adherence of the same. Develop product roadmap with courier partners to improve on key KPIs across the entire lifecycle of a shipment.
- Negotiate align with Courier Partners in terms of Cost, SLA, Billing, Weight-Related aspects, thus managing overall PL of partner. Create the right process for the the import and export operations. Identify and negotiate with customers the right incoterm for each operation while granting right service at the lowest cost possible.
- Ensure agility and speed for each operation while ensuring the highest possible quality. Build process to execute co-packing and labeling at customs.
- Ensuring the availability of imported goods on time, on budget and respecting local regulations. Build and attach to annual budget from the area.

- Create mitigation plan in case of any deviation. Set the needed and right KPI's to assess the performance of the team and vendors. Improve processes and system in order to enhance efficiency. Work collaboratively with local and global procurement on new biddings to select carriers and custom brokers.
- Liaison with various government authorities for Certificate of Origin, Health Certificate and Export Certificate issuance against each export shipments.
- Coordination with air cargo airlines to get regular updates on arrival of the cargo and releasing of import documentation to the clearing agent required for customs clearance. Vendor payment settlement after customs clearance.

Senior Officer – International Trade – Imports | National Collateral Management Services Ltd, Gurgaon | Jan'2017 – Jan'2020

- Imports complete pre and post shipment documentation for smooth flow of transaction and custom clearance on timely manner to avoid customs and liner penalties. Letter of Credit establishment/amendments in accordance to sale contract and providing SWIFT MT 700/730 to seller. Liaison with shipping Co/Freight forwarder for vessel arrival update and CHA for smooth custom clearance on timely manner.
- Obtaining international shipping pre & post copy docs from Seller/Broker and providing the same to CHA for BE filling. High Seas sales document preparation and execution with HSS buyers and providing original documents of the same to CHA for BE filing and customs clearance.
- Custom & IGST calculation and giving BE checklist approval to CHA for filling bill of entry on IceGate. IGST & Custom payment through IceGate online, getting out of charge order and releasing cargo from custom. Filling of Bond Bill of Entry once vessel arrived and Ex Bond Bill of Entry on IceGate with due approval.
- Preparing and execution bond to bond transfer of ownership of warehouse cargo providing same to the CHA/Customs. Imports and High Seas Sales purchase booking into business software and getting approval from finance department. Follow up with internal auditors & finance team to approve payment in the bank against High Seas Sale purchase. Paying duties and charges on time to avoid any penalty.
- Processing payments of CHA clearing and reimbursement charges, surveyor charge, transportation charges & storage charges, labour charge et cetera. Create the company's supply chain strategy & analyze data from shipping and delivering processes to find bottlenecks and other issues. Leads the supply chain team in executing best practices and measuring performance through agreed-upon KPIs.
- Assist logistics process for the development of new products, inventory maintenance, manufacturing, shipment, and delivery, and returns on products. Keep detailed records, generate reports, and develop presentations to help management understand the logistics perspective.
- Build relationships within the company and with external parties, such as suppliers or distributors. Read and comprehend legal documents, such as contracts or import agreements. Collaborates with procurement department to determine best practices for freight in and freight consolidation.

Order Fulfillment Specialist | AkzoNobel India Ltd, Gurgaon | Jan'2015 – Jan'2017

- Responsible of invoicing of sales order and project orders. Arranging road permits for interstate supplies. Prepare GRN & STN in SAP of upcoming materials. Accounts receivable against the billing outstanding
- Payments follow up to ensure payment on time. Raising credit note / debit note against the sales returns from customers. Liaising with customers, sales team and resolving their queries
- Responsible for the implementation of the order to billing process for various products /activities. Accountable for adhering to SOX compliance controls and 3rd party guidelines. Manage the order life cycle, order monitoring, permissioning and billing/credits/cancellations for new and renewal orders.
- Manage internal queries relating to order status, billing and compliance issues. On a back-up basis, handle inbound customer calls relating to product/ service queries, claims, subscription and accounts receivable queries.

Declaration: I hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

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