Pavan Kumar Anil Singh

Personal Info

✉ pavansinghcommerce@gmail.com

📞 +91 9967319076

📍 3/101, SHIVAJI NAGAR, SHIVNERI CHS, WORLI, Mumbai

Education

- **Master in Management Studies Durgadevi Saraf Institute of Management (64.00%)**
  Jun 2011 - May 2013

- **Bachelor of Commerce Mumbai University (57.58%)**
  Jun 2009 - May 2010

- **Preparing for Customs Broking Licensing Regulation 2018**
  Jun 2020

Skills

Teamwork

Leadership

Time management

Creativity

Adaptability

Interpersonal skills

Communication

Languages

English

Hindi

Marathi

Summary

A highly experienced and results-driven logistics professional with over 10 years of successful career in the field. Proven expertise in managing end-to-end supply chain operations, optimizing transportation, and warehouse management, and delivering cost-effective solutions that enhance efficiency and customer satisfaction. Adept at leading cross-functional teams, implementing process improvements, and harnessing technology to drive innovation in logistics. Exceptional problem-solving and decision-making skills, coupled with a track record of achieving and exceeding performance targets. Adept in international logistics, customs compliance, and trade regulations. Seeking opportunities to leverage my extensive experience and strategic vision to contribute to the growth and success of a dynamic organization.

Work Experience

Assistant Manager (Export & Operation), Om Trans Logistics Ltd., Mumbai
June 2020 - Present

Assistant Manager (Export & Operation) (Mar'23 – Till date):

- *Preparing Fixture note / BN for break bulk shipment*
- *Operation handling and preparing documentation for break bulk shipments*
- *Getting rates from destination agent for DAP, DDP & DDU shipments*
- *Handling & co-ordination with destination agent for DDP, DDP shipments*
- *Preparing and managing exhibition related to break bulk shipments.*
- *Following with shippers for documentation.*
- *Client handling and updating about customs rules and regulation.*
- *Tracking the shipment with shipping line.*

Import Department (June'20 – Nov'21):

- *Preparing documentation for custom clearance.*
- *Handling SEZ shipment at Aarshiya*
- *Preparing and updating WPC details*
- *Following Procedure to get ADC NOC*
- *Training and updating customs notification to staffs*

- *Client handling and updating about customs rules and regulation.*
- *Tracking the shipment with shipping line, IGM tracking & operating Icegate system.*

Export Department (Dec'21 – Feb'23):
- *Handling pipes and tubes break bulk shipments.*
- *Preparing documentation for freight forwarding.*
- *Submitting SI with shipping line.*
- *Filing AMS & ISF for USA shipments.*
- *Following with shippers for documentation.*
- *Client handling and updating about customs rules and regulation.*
- *Tracking the shipment with shipping line.*

Operation Executive, Smartlink Shipping LLP, Mumbai
February 2017 - May 2020
- *Preparing documentation for custom clearance.*
- *Following procedure to get Rubber Board & ADC NOC*
- *Updating and training customs notification to staffs*
- *Client handling and updating about customs rules and regulation.*
- *Tracking the shipment with shipping line, operating Icegate system.*
- *Having knowledge of Custom Act 1962 and Custom Tariff Act 1975.*

Accountant, Mateshwari Transport, Mumbai
April 2013 - January 2017
- *The Organization is dealing in logistics business*
- *Responsible for preparing and maintaining a financial work of organization.*
- *Reduce Debtors turnover to 2-3 months from 4-5 months.*
- *Adding client list for organization.*

SIP Trainee, JSW Steel Ltd., Mumbai
May 2012 - June 2012
- **Project Title -" Managing process cost and their optimization"**

- *Understanding the process and there product, Analyzing the current market and try to reduce cost of the process*
- *DETAILS : The Project aimed to improving the knowledge of manufacturing sectors and find what will be the improvement require growing.*
- *LEARNING : The project gives an exposure to the manufacturing industry*

Co-curricular Activities

- *Project on Product Launch as part of M.M.S course (academic project).*

- *Project on Computer & Taxation as part of Mumbai University*

Extra-curricular Activities

- *Knowledge of Software developing and other programming languages done from* NIIT
- *Project on Animation & ASP.NET as part of NIIT course (academic project)*
- *Volunteer at Welfare of Stray Dogs (WSD) and works with them to help the dogs.*
- *Helps NGO to promote their work.*