Pavan Kumar Anil Singh

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*Profile Summary*

An MMS in Finance with work experience of 10 Years

*Professional Experience*

# Om Trans Logistics Ltd. 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.*

# Om Trans Logistics Ltd. 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.*

# Om Trans Logistics Ltd. 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.*

# Smartlink Shipping LLP Operation Executive Feb’17 – May’20

* *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.*

# Mateshwari Transport Accountant April’ 13 – Jan’17

* *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.*

*SUMMER INTERNSHIP*

# JSW Steel Ltd. SIP Trainee May ‘12 – Jun‘12

* *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 to grow.*
* *LEARNING : The project give an exposure to the manufacturing industry*

*Academic Achievements*

|  |  |  |
| --- | --- | --- |
| *2011– 2013* | *Master in Management Studies Durgadevi Saraf Institute of Management* | *64.00%* |
| *2009 – 2010* | *Bachelor of Commerce Mumbai University* | *57.58%* |
| *2020* | *Preparing for Customs Broking Licensing Regulation 2018* |  |

*Awards and Achievements*

* *Won Medals and certificates during masters at Inter-college sports competitions*

*Co-curricular Activities*

* *Project on Product Launch as part of M.M.S course (academic project).*
* *Other Projects Done*
	+ *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.*