**AMIT SINGH**

Gogaon, Gayatri Chowk, P.O.- Sarora, Dist :- Raipur, (C.G.) - 493221

**Phone:**+919039100070, +91-8823003000; **Email:** [amitexim@yahoo.com](mailto:amitexim@yahoo.com), 83asingh@gmail.com

**EXIM / SCM PROFESSIONAL**

Offering 19+ **Years** of Pioneering Success in Delivering Optimal Results in High-growth Environments through Initiatives that exceed Operation Performance Targets and Measurable Outcomes

**PROFILE**

* Competent and diligent professional offering **19+ Years** of well-honed experience in **Supply Chain / Ecommerce Store Handling / Export & Import / Commercial / Shipping,** with an excellent understanding of business dynamics and updated market knowledge. Currently working for **SportsKingdom India Private Limited (CricKingdom by Rohit Sharma).**
* Arrange, Complete, Prepare & Manage all Pre-Post Tender Documents.
* Having Well Knowledge to Participate and Comply in Tender issued by Government or Private Bodies.
* Well-developed communication skills with a reputation for unwavering accuracy, credibility, and integrity. Adequate professional **strengths in streamlining EXIM / Logistics / Shipping** to ensure economical and smooth movement, storage, and distribution of materials across various locations.
* Exceptionally skilled at generating **MIS reports with a complete analysis.**
* Negotiated with the vendors for **material procurement** while liaising with the higher authorities of the company, ensuring statutory compliances.
* Ensure timely **service delivery** as well as collections from the clients within the stipulated credit period while managing the distribution system of the company and maintaining smooth operations across the units.
* Long-term contract negotiation for transportation.
* A strong team leader and motivator, fostering an atmosphere that encourages highly talented professionals to balance high-level skills with maximum productivity with exceptional planning, execution, negotiation, and interpersonal skills.
* Budget preparation, Planning, Reporting, and expenditure control. Extend support to the client for Contracting, Negotiations, and formalizing the supply and logistic contracts if required.

**Core Competencies**

* 🟅Export / Import 🟅MEIS/EPCG Scheme 🟅Duty Drawback 🟅EOU Documentation 🟅Tendering of Government Tender 🟅 Supply Chain Management 🟅 Warehousing 🟅 Inventory Control Management 🟅 LC / BG 🟅 DGFT Documentation 🟅Materials Planning 🟅Strong Interpersonal Skills 🟅 Vendor Management 🟅MEIS/EPCG 🟅 Standard Operating Procedure 🟅 Software Proficient 🟅🟅Logistics Management 🟅ERP (MS Dynamic Navision) 🟅 Cost-Efficient Transportation Management 🟅 Timely Delivery as Monthly Projection Plan 🟅 Manpower Management 🟅 Compliance

**Achievement / Accomplishment:**

* Decreased the Diameter of Paper core to lower down the cost.
* Implemented to Use Plastic Pallets instead of Wooden Pallets which lower down the cost approx 40%.
* Dismantled the Hot Rolled Re-Rolling Mill of 9 Inches in 1Month after of Decision of Management by Replacing that Unit with Wire/Rod Drawing& Installed and Ran the Fastest & Finest Wire/Rod Drawing Unit with given time of 1.5 Month from Zero Level to Highest Production of 12MT for HB Wire and 15MT for Binding Wire under my supervision.
* Erection& Installation of 5MT EOT Crane with unmatched Span of 17.5Mtr and Length 70 Feet in 1 Month.
* Lower Down the company Store Inventory to 1.5 Lacs from 8 Lacs which saves cost for the company.
* Complied&registered our company with National Small-Scale Industries Ltd (A Government of India enterprise monitored by the Ministry of Finance) for the RMA Scheme.
* Registered our Company with all compliances and become a Member of FIEO (Federation of Import & Export Organization (A Govt. of India Undertaking, Monitored by Ministry of Commerce for Export/Import).

**PROFESSIONAL EXPERIENCE & DEVELOPMENT**

**SportsKingdom India Private Limited (CricKingdom by Rohit Sharma)**

(Fast Growing E-Commerce Platform deals in Sports Goods)

**E-Commerce SCM Head Sep’21-Current**

* Direct the activities of all functions involved in the purchasing, planning, warehousing, and control of materials from the receipt of forecasting replenishment needs to the delivery of the finished product into finished goods inventory and delivery of products to the customer(s).
* Develop strategic plans to improve productivity, quality, and efficiency of the supply chain.
* Maintain compliance with all regulatory requirements and ethical standards related to procurement.
* Assist logistics process for the development of new products, inventory maintenance, manufacturing, shipment and delivery, and returns on the product.
* Manage and improve scheduling metrics to identify trends and shortcomings and drive scheduling accuracy.
* Communicate and collaborate with external customers (Carriers, Vendors/Suppliers) and internal customers (Retail, Finance, Software Support, Fulfillment Centers).
* Design processes for transportation planning, route selection, and optimization Develop strategies to improve transportation speed and efficiency.
* Establish and create KPIs, scorecards, and reporting metrics with a focus on continuous improvements in transportation performance, capacity, and cost.

**Virgo Aluminum Limited Aug'20-Aug’21**

**(A Subsidiary Virgo Group having ISO 14001 Certification)**

**Manager EXIM (Export & Import)**

* Administer all import and export of goods and supervise the delivery of all goods and manage the distribution of all goods to various geographical locations efficiently.
* Oversee handling of all goods and ensure safety in all transportation and design cost-effective methods for same and analyze best means of transport for all products as per customer requirement in coordination with the manager.
* Maintain subject matter expertise in all import and export operations and evaluate all company businesses and provide require a classification for same.
* Collaborate with senior management and ensure compliance to all trade regulations and changes and provide training to all company employees for all import processes.
* Perform all internal and external audits and perform required prior disclosures for all processes and supervise efficient working of all external agents such as freight forwarders and customs brokers.
* Monitor implementation of all department operations and ensure compliance to all regulations for department and subsidiaries and adhere to all standards for import and export goods and establish all targets and streamline processes to incorporate all government regulations.
* Design all compliance forms and templates and prepare required reports and maintain efficient import and export classification databases and ensure accuracy in the same and ensure compliance to all regulations.
* Assist all companies in import and export operations and implement trade agreement programs and maintain internal controls for same.
* Handling all export-related shipments viz. shipments against all export incentives, arranging container shipments, loose shipments, hazardous and temperature control shipments, preparation and handling of related documents.
* Handling all Import clearances underpayment of duty, Advance License, MEIS & EPCG License Related import of capital imports & related regulations.
* Outstanding knowledge of Export-Import Policy, FEMA regulation, Export Incentive related matters, Custom regulation, GST regulation, Drug-Related regulation, ECGC Policy matters, Shipping related regulation, Quality regulation & Safety regulation
* Outstanding knowledge of Container planning & palletizations.
* Coordinate with Custom House Agents, Freight Forwarders, Logistics companies, Suppliers (National / International), and the regulatory bodies (customs) to ensure timely delivery of import and export.
* Responsible for commercial negotiations of terms of the contract with the logistics service providers and ensuring the cost leadership w.r.t industry.
* Preparation of Monthly MIS report and presenting to the management.
* Ensure and monitor compliances of foreign trade rules for all imports and exports
* Liaison & maintain a professional relationship with customs authorities with Dealing ports/ICD.
* Identify opportunities for businesses under Customs & Foreign Trade Policy for maximizing benefits
* Develop and implement new initiatives, strategies, and programs to capture key geographical areas across the globe.
* Manages all banking & logistic for export activities and prepare required documents
* Interact with data sources, technical experts, engineers, product and sourcing managers, and others to obtain and interpret the data (including specification documents, schematics, product descriptions, and other technical data) necessary for accurate classification;

**Audax Protective Fabrics Pvt. Ltd, (100% EOU), Dadra & Nagar Haveli May’18-Jun'20**

**(**An 100% Export Oriented Unit & Manufacturers of Multilayered Nano Engineered Fabric having Unit at Dadra & Nagar Haveli which have 500+ Crores Turnover)

**Manager Logistics**

* Taking care to foresee the movement of goods between the home country and other countries. Well-versed with the rules and regulations of the home country as well as the exporting/Importing country. Also responsible to intimate for the penalties that may occur if the rules and regulations are violated. Any delays that may occur during the export and import process should also be controlled by me.
* To monitor the arrangements that the Team makes for forwarding the freight at the desired time in a cost-effective way. Any delays in the shipment need to be notified to the customer by me. Also, check whether there are opportunities for lowering the cost of the freight forwarding and shipment charges including issues related to time zone delays.
* Keeping good relationships with government agencies, clients, and vendors. It is also essential to arrange meetings with the clients regularly for keeping good relationships.
* Investigating the specialized and technical needs in the management and administration of commodities and products that are sent for delivery from the organization.
* Make sure that all the commodities and products are arranged properly and then dispersed.
* Administrating the transfer of commodities and products as per the particularities of the clients and making sure that the targets of the organization are achieved.
* Handle all Customer Complains, Suggestions & Correspondence in a timely fashion.
* Effective communication with customers to study the market to the discovery of problems and find quick and radical solutions to these problems as well as dealing with all customer inquiries and requests proposals at an appropriate time.
* Following up to fulfill all client requirements and preparing all kinds of reports, Reply, Support to the high-level Management.
* Arranges shipping details, such as Advance License, Export licenses, customs declarations, BL, Insurance Documents, Shipping Bill and packing, shipping, and routing of product.
* Expedites import-export arrangements and maintains current information on import-export tariffs, licenses, and restrictions.
* Communicate with export and import and related authorities, and customers and suppliers, in all relevant territories and countries, as necessary to ensure efficient, positive, and lawful relations, support and activities. . Liaise with other departments to establish and maintain effective and relevant export/import activities and support to the organization's sales, purchasing, materials management, production, and overall operating functions.
* Use personal judgment and initiative to develop effective and constructive solutions to challenges and obstacles in import/export activity and procedures. Monitor, record, analyses, and report on activities, trends, results, and recommendations relating to import/export activities. Manage/liaise with stock control, warehousing, and distribution activities influenced by or reliant upon import/export activities. Manage and maintain effective and lawful insurance provisions relating to import/export activities.
* Prepare and submit relevant administration in a timely and accurate manner, for example, shipping schedules; letters of credit; EPCG/MEIS documents; credit control mechanisms; licenses; declarations; packing, routing, transport, and safety documentation. Investigate, plan and implement strategically effective and relevant transport methods, which meet optimally the needs of the organization and its suppliers and customers.
* Plan and manage overseas sales through distributors and other relevant sales outlets. Plan and manage the effective and necessary conversion of weights, sizes, values, and quality standards interpretations between importing and exporting systems and territories.

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**Surya Isspat, Raipur June’16 to Apr’18**

(A Leading Manufacturer & A Part of Rajdev Group of Industries in the Field of MS Steel e.g. Round, Angle, Flat, Triangular Bar and Square from 2004 to Till now with Stock and Precision of Unmatched Dia and Perfect Quality)

**Manager (Commercial, EXIM &Logistics)**

**Tendering**

* Compile and manage all pre and post-tender Client clarifications to the tender submission.
* Compile and manage all pricing documentation and any other associated documentation required in line with the tendering process.
* Liaise with other departments to ensure all documentation required is contained within the tender submission.
* Highlight any major commercial, contractual or financial risks or opportunities relating to the tender submission within the Risk & Opportunity Register and work with the relevant personnel to ensure an optimum solution is submitted.
* Compile and manage all commercial and contractual qualifications for the tender submission and review all technical qualifications. Attend and participate in Client negotiation meetings as/if required and prepare and distribute minutes accordingly
* Review, execute and distribute all contractual documentation as required including obtaining all necessary approvals in line with the authorization matrix.
* Assist with facilitating any project bonds, guarantees, and insurances required by the main contract.
* Ensure proper handover of all relevant commercial and contractual documents between departments.
* Risk tracking and management throughout the bid process.

**Operations**

* Deliver excellent Administrative & material Procurement Functions of Plant, besides Maintenance and mobilize resources for the departments like Furnaces, Rolling Mills, Scrap and Finish Good allocation, handling, and distribution as raw materials for production, equipment management, vehicle maintenance &mobility, support Electrical & electronics maintenance across the plant.
* Organize and Conduct Performance review meetings every month to monitor Budgeted v/s planned activities & actual performance for all Dept. / Unit Implement Plant & equipment monitoring schedule with maintenance systems to improve the equipment Reliability.
* Preparation and monitoring of Yearly Revenue / Capital budgets and costing. Also for new equipment purchase planning, implementation and concurrent maintenance cost, etc for adequate budgeting purposes.
* Interface with Human Resources development activities to implement & nurture corporate management. of ISO, Employee Development, Performance Management Systems, Talent Management & Organization culture, besides Occupational Health and Safety.

**Export / Import / Logistics**

* Plan, manage and evaluate logistics operations liaising with internal stakeholders, suppliers, logistics providers including ocean freight forwarders & Customs House Agents (CHA)
* Monitor quality, quantity, delivery times, and transport costs.
* Negotiate rates and contracts with logistics providers.
* Having a good understanding of Budgeting and Cost Analysis basis on which quote’s the Prices for International Purchase & Sale with Port to Port Calculation and other all Expenses.
* Expert understanding of the cost elements in export concerning margins, landing costs.
* Coordinate freight and distribution (land, sea, and air freight), set up lead time, and monitor the movement of goods from ports to destinations
* To develop excellent working relationships with our global 3PL’s, To develop new partners in both emerging and developed territories
* Resolve problems concerning transportation, logistics systems, imports or exports, or customer issues.
* Support continuous improvement initiatives and identify inefficiencies and cost optimization opportunities
* Interpret and analyze market review data. Provide meaningful logistics data to management to aid customer service and cost improvements
* Ensure compliance with import/export regulations/customs regulations and legal and health and safety requirements
* Support new business initiatives and projects and contribute to review meetings and change processes. Ensure effective logistics implementation takes place relating to the changes
* Complete knowledge and handling of letters of credit, Bank Guarantee, Bonds, and all other commercial documentation for export shipments & payment collections.

**Ganges Internationale Pvt. Ltd, Raipur Oct’14 to June’16**

(Major Player in the field of Manufacturing of Telecom Tower Supply with Erection)

**Manager (Logistics & Warehouse)**

**Logistics**

* Managing logistics, negotiating with transporters & C&F Agents for cost-effective transport solutions & clearances. Preparing tenders and awarding material handling contracts to the cost-effective vendor.
* Monitoring the fleet of vehicles & transporters ensuring on-time delivery & transit norms & analyzing the loss in transit and undertaking measures to control the same.
* Drafting the SOP’sfor store housing & dispatch.
* Taking adequate measures to monitor and analyze the performance of vendors and other units about cost, quality, and delivery norms.
* Monitoring and analyzing the loss in transit and undertaking measures to control the same.
* Handling the Customers Complaints &Preparing various Statutory Reports,

**Warehouse/Inventory Management**

* Carrying out storehouse & inventory management and monitoring the replenishment of stock items by raising purchase indents and delivery advice& scrutinizing purchase indents for spare parts of equipment.
* Governing the inventory function to curtail inventory-holding expenses and adherence to the minimum inventory level to minimize wastage.
* Introducing an easy & fast way of loading-unloading with the optimum output of manpower.
* Complies with Central, state, and local warehousing, material handling, and shipping requirements by studying existing and new Rules.
* Controls inventory levels by conducting physical counts; reconciling them with the data storage system.
* Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement
* Liaising with customers, suppliers, and transport companies;
* Keeping stock control systems up to date and making sure inventories are accurate;
* Organizing the recruitment and training of staff, as well as monitoring staff performance and progress;
* motivating, organizing, and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded;
* Producing regular reports and statistics on a daily, weekly, and monthly basis;
* Visiting customers to monitor the quality of service they are receiving;
* Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Contributes to team effort by accomplishing related results as needed

**Documentation**

* Supervising the preparation of MIS and aging reports to provide feedback to top management on the performance, viz. monthly profitability, turnover & quarterly results as per the requirement of Management.
* Ensuring compliance with various authorities and coordinating with them for seamless business operations.
* Preparing MIS reports to apprise management of the business performance and assist in formulating future objectives and operational policies/procedures.
* Excellent Team building, thereby ensuring prompt delivery of customer services.
* Preparing the Invoices for the Towers Dispatches and Giving Closing Stock of Finished Goods.

**Aster Pvt. Ltd, Raipur Sep’08- Oct’14**

(Major Player in the field of Manufacturing of Telecom Tower Supply with Erection)

**Associate Officer (Logistics & Dispatch)**

* Accountable for leading & motivating Logistics/SCM process and team.
* Manage commercial matters and extensively coordinate with the vendors/suppliers for preparing and finalizing rate contracts with the vendors related to works and ensure timely renewal of contracts after a complete review.
* Maintain timely MIS & database reflecting the trends & developments of the company regarding sales, business development, etc. for budgetary and strategic review to enhance the business of the company.
* Generate various MIS reports on the company developments; prepare inventory receipt/consumption reports, aging, contractor exposure, rejection, and other reports as required by management to track the inward/outward movement of goods.
* Handling export, customs clearance, advance license &local purchase, and procurement from outside the country.
* Dexterity in Vendor Management, Negotiation, agreements/contracts finalization. Invoice processing, staff supervision, contractor management.
* Instrumental in Logistics/ Co-Ordination for Exports & Local Shipments possess knowledge of Import/Export LC Documentation and Typing skill.
* Preparing the Invoices for the Towers Dispatches and Giving Closing Stock of Finished Goods.
* Handling the Customers Complaints & maintaining excise, input/output modvat, preparation of Excise monthly return through ER-1, PLA, CENVAT (Cr/Dr).
* Successfully preparing MIS reports and apprises the top management of the routine import/export operations. Inspecting documents and various pre/post shipping documents for imports and exports.
* Managing a fleet of vehicles & transporters by ensuring on-time delivery & monitoring transit norms & arranging outbound logistics.
* Overseeing the logistic functions and negotiating with transporters for cost-effective transport solutions and clearances for inward & outward goods.

**Khyati Ispat Pvt. Limited, (Rolling Mill Division), Hirapur, Raipur, (C.G.) Apr’07 – Aug’08**

*A fast-growing fully Automatic Re-Rolling Mill has manufacturers of iron and Steel i.e. M.s Angle, Joist, channel, and RSJ/Beams. Monthly production of 2500 – 3000 MT.*

**Dispatch Head**

* Handled overall logistics, import documentation, Excise, Cenvat credit against proper documents& Credit reversal. Accountable for Supervision of dispatch checking the excise documents in respect of captive consumption and dispatches.
* Successfully supervised export consignments loading with excise authorities and its documentation in the system. Checked the correctness of input credit on raw material and spares & ensured the correctness of Cenvat documents.
* Coordinated with customers, transporters, and production department & support on day to day basis for dispatch functioning. Bill certification in respect of export packing & loading.
* Maintained up-to-date records and made them available for audits whenever required. Also initiated shift schedule for dispatch and monitored the same for smooth functioning.
* Updated RG1 and other excise-related registers on day to day basis.
* Ensured certification of ARE-1 forms of raw material receipts its distribution, timely and damage-free deliveries to the customers.
* Ensured customer complaints are handled effectively & efficiently. Prepared returns for Customs and Excise and other government bodies as required. Completed supply planning of imported products from international suppliers.
* Effectively handling Day to day Logistics, Operations, maintenance, and route optimization
* Liaison with government bodies (Bank, Excise and Other Govt. bodies, etc)
* Fleet Management
* Manpower Management

**M/S Shri Ashutosh Engineering Industries, Jarwah, Hirapur, Raipur(C.G.) May’03 – Apr’07**

*An upgrowing reputed manufacturing unit in the field of Tower Line Transmission, Substations Equipment, Railway Structures, and TSS Structures. This company is a Galvanization and Fabrication Unit having monthly Production up to 1200 – 1500 MT Per Month.*

**Dispatch / Logistics Incharge**

**EDUCATIONAL & PROFESSIONAL CREDENTIALS**

**BACHELOR OF SCIENCE - 2004**

Pt. Ravishankar Shukla University, Raipur

**Certification:**

* Possess “A+” Certification in Hardware Engineering from Tata InfoTech Education Center Services, Raipur.

**Date of Birth:**2nd November’ 1983; **Passport Number**: S8263638; **References:** Available on request