



## Neeraj Kumar Karan (Deputy Manager-Exports)

### CONTACT

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📍 Gotan, Rajasthan

### 🎓 Professional Qualification

- Certificate Course in Export & Import Management from IIFT in 2019
- Post Graduate Diploma in International Business (PGDIB) from Sikkim Manipal University in 2012
- MBA in Marketing from Sikkim Manipal University in 2011
- Diploma in Import & Export Management from IIE, Bangalore in 2008

### 🎓 Educational Qualification

- M.Com. (Business Administration) from M.D.S University in 2002
- B.Com. from M.D.S University-Commerce College, Kota in 2000
- 12<sup>th</sup> CBSE Board Kendriya Vidyalaya
- 10<sup>th</sup> CBSE Board Kendriya Vidyalaya

### 📋 Key Skills

- International Business
- Export Operations
- Customer Management
- Cargo & Logistics Operations
- Budgeting & Cost Optimization
- Freight/ Transporters Management
- Vendor & Buyer Management
- Technical Documentation
- Liaison & Coordination
- Order Management
- Import Management
- Port Operations Management
- MIS Reporting & Documentation

*A strategic planner & implementer with excellence in **Export Management**; targeting managerial assignments with an esteemed organization*



### Profile Summary

- Punctual, hard worker, dedicated & Strategic professional having 18 years of rich experience in **EXPORTS** and having Extensive knowledge in the field of **Export & Imports**. A professional employee committed to achieving the highest standards in **Export Management** and comfortable in handling a team or working independently or as part of a team to accomplish corporate plans & goals successfully to achieve the desired outcome
- Since last 16 years, working with JK White Cement Works a unit of JK Cement Ltd as **Deputy Manager, Exports** reporting to DGM /Commercial Head (AVP)) handling all the export functions and managing the end-to-end Export operations i.e.. **Export Marketing, Export Branding, Customer Management, Export Operations, Export Logistics (Shipping), Order Management, Technical Documentation, Import Management & MIS Reporting**



### Area of Expertise

- International Marketing
- Customer Management
- Export Operations



### Present Working

**COMPANY:-JK White Cement Works (Unit of JK Cement Ltd) it deals in white cement, wall putty and other construction material.**

**PERIOD: Since Nov, 2006 to till date.**

**ROLE & DESIGNATION: Deputy Manager Exports**

**GROWTH PATH: Assistant → Assistant Officer → Officer → Senior Officer → Deputy Manager**

**Reporting: DGM / Commercial Head**

**COUNTRY VISITED: - Dubai - UAE, Nepal (Pokhara & Kathmandu), Philippines (Quezon City, Manila)**

### Working Areas: -

- **International Marketing:** Devising strategies for increasing the market and market share of company. New Market Development, New Customer Acquisition, pitching of new products to our customers, Identifying new potential clients in international markets and developing relationships with them. Follow-up with Existing Buyers for new orders.
- **Improving brand & credibility** of the company's product in the international market via-continuous product promotion campaigns, sending product literatures along with the product.
- **Export Operations:** Finalization of Consignment, Factory Dispatch, Shipping Pre/Post Shipment, Third Party Inspection, Insurance, Billing, Dock Stuffing, Factory Stuffing.
- **Customer Handling:** Keeping the Buyer informed regarding his shipment details like dispatch of material, vessel schedule, drafting of bill of lading, confirming the dispatch address and sending all the export documents to the buyer according to his request.
- **Export Documentation:** Issuing of Pro forma Invoice to the Buyer as per his requirement, follow-up with banks for advance payments, preparing DI, Invoice, Packing List, arranging Bill Of Lading, Certificate of Origin, Fumigation Certificate & Other Documents as per customer requirement.

## Soft Skills

- Punctual & Time Management
- Positive Attitude
- Self-Motivated
- Approachable Leader
- Excellent Communicator
- Analytical & Problem Solving
- Planner & Executor
- Interpersonal
- Result-Oriented
- Flexibility & Adaptability

## Product Dealt with

- Sand Stone hand cut as well as machine cut
- Marble and Granite
- Wheat flour and Basmati Rice
- Plaster of Paris (POP)
- Waterproofing Compound
- Super Grip (Tile Adhesive)
- Shield MaxX
- Wall MaxX (Putty / Skim Coat)
- Grey Cement
- White Cement

## Other Details

- Total Work Experience: - 20 Years
- Exposure in Exports: - 18 Years
- Preferred Location: - Open for any place.
- Notice Period: - 60 Days (Negotiable)
- Reason for job change: - Carrier Growth

## Personal Details

- Date of Birth: 4th August 1978
- Languages Known: English & Hindi
- Address: C/O JK White Cement Works, Colony No. 01, CS:4, JK Road, Gotan-342902 Distt. Nagaur, Rajasthan-India

- **Shipment Scheduling:** Dispatch Planning according to the Vessel Schedule and tie-up with CHA & Shipping line to avoid detention.
- **Liaison & Coordination:** Interaction with External Agencies for Marine Insurance, Inspection Agencies, Palletizing Party, CHA, CFS, Shipping Line, and Fumigation Agency and Bank.
- **Export accounting:** Following-up with the vendors like shipping line, CHA, CFS, palletizing party etc. for their invoices, Opening vendor code in SAP. Checking and marking the same and send it to the accounts for payment and updating them payment detail. Sending advance payment request and giving expenses budget to a/c department.
- **Bank compliances:** Sending all the documents related to the shipment for bank compliances and Collecting E-BRC form website DGFT and maintain the statement of BRC release. Checking of Duty Drawback from the website Icegate and maintain the statement of Duty Drawback received.
- Submission of Import documents against Import of samples as and when required.
- **MIS report for management:** Statement of overall export information. Payment due statement. Pending order statement. Daily dispatch/sales statement. Material at port statement. ECGC Statement, Bank realization statement. Duty Drawback Statement, Pending BRC Statement. Annual export statement country wise, buyer wise & product wise.
- **Software Exposer:-SAP (ZSD\_DDF, F-47, FK10N, ZMDMV, MMBE) & DMS. M JUNCTION**

## Work Experience in Other Companies

**COMPANY:-Stone Shippers, Kota, Rajasthan. It deals in natural sand stone machine cut as well as hand cut and export the same in UK, Germany, Japan etc.**

**PERIOD: Since June, 04 to Nov, 06 (For 2 Years 05 Months)**

**ROLE & DESIGNATION: Order Tracker-Export Dept. (Officer)**

**Reporting To: General Manager**

**Working Areas:-**

**Export Documentation:-**

- Preparing of invoice & packing list.
- Preparing and checking the container status report.
- Preparing and checking the loading report.
- To maintain export and all other necessary documentations after completion of export.

**Export Operations:-**

- Planning and scheduling for new Export Orders received from HO
- Checking and Maintaining of Stock Report received from Production In charge
- Update the Production Managers regarding the balance order in hand.
- Providing special guidelines to the Production Managers for Production & Loading of Material
- Presenting the details of executed & non-executed orders to the management.

## Work Experience

**COMPANY:-Shree Krishna Enterprises, Kota, Rajasthan. It deals in selling of auto parts.**

**PERIOD: Since May, 03 to Jun., 04 ( For 10 Months)**

**ROLE & DESIGNATION: Field Officer / Marketing Executive**

**Working Areas:-**

- Shop to shop visit to increase the sales.
- Update the end user regarding the product (New India Piston).
- Update the owner regarding the complaints and arrange it to replace with the company.

- Collection of funds on weekly basis.



## Work Experience

**COMPANY:-** Sarvagya Consultants Pvt. Ltd., Kota, Rajasthan. It deals in providing contractual services.

**PERIOD:** Since Dec., 02 to May, 03 (For 6 Months)

**ROLE & DESIGNATION:** Field Officer on behalf of ICICI Bank

### Working Areas:-

- To do survey of customers who are taking loan.
- Preparation of visit of survey report.
- To update the manager regarding the outcome of the survey.
- To update the collection team