

Name : **RAVI PRAKASH YADAV**  
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#### Career Objective:

I want to work in a challenging and competitive environment where I would be able to contribute to the best of myself for achieving the target/ objective. I want to work as a key member of the group/team.

#### Employers

Presently working in **Shyam Sel and Power Limited (Shyam Group)** As Executive **RM Procurement Dept.** (Sub **Division Export**) from **03<sup>rd</sup> June 2025** to till date.

#### Present Responsibilities:-

- Making a Proforma Invoice (PI) and Sale Contract for Nepal.
- Checking a Letter of credit and approved.
- Checking a Consignment Note and approved.
- Making a Pre and Post Export Documents as per LC.
- Banking follow up related to remittance and document lodgement and DHL Nos.
- Submitting Shipping Bills copy through mail.
- Preparing a proper Export Tracking sheet (MIS).
- Issuing SAFTA for Nepal.
- All Consignment handled through 100% At Sight LC.
- Good Knowledge in SAP HANA etc.

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#### 2<sup>nd</sup> Company and Jobs details:-

In **Electrosteel Castings Limited** As **Jr.Officer Export Documentation** from **01<sup>st</sup> June' 2023** to **31.05.2025**

#### Responsibilities Handled :

- Handling Export Documentation and over viewing the entire Customs Clearance process.
- Follow up with Importer (Overseas Buyer) related to Shipment Procedure.
- Documentation support requirements at the Importer Port.
- Stock Report Preparing and Scheduling Loading Plan.
- Insurance handling.
- Arranging for payment of Vendors Bills.
- Co-coordinating with CHA and Freight Forwarder for status of Shipment.
- Co-coordinating with Delivery Agents / Transporter for Delivery of Shipments & Planning for Delivery
- Preparing Daily Status Report of Export Shipment and Tracking the movement on a daily basis.
- Arranged for pick-up and delivery of goods to respective locations.
- Order Entry & Release Order Entry in SAP HANA.
- Cost Entry in SAP HANA.
- Freight Process Entry in SAP HANA.
- Shipping Instruction (SI) and VGM submit at Intra & MSC portal.

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**1<sup>st</sup> Company and Jobs details:--**

In **Kamarhatty Company Limited** as **Export Assistant** from **19<sup>th</sup>September'2020** to **31<sup>st</sup>May'2023**

**Responsibilities Handled :**

- Preparing custom invoice for generating shipping bill and checklist.
- Preparing VGM send to shipping line/agent for releasing cart in order at earliest vessel.
- Issuing delivery order for tax invoice, goods sending of materials from factory to port.
- Preparing SI and send to shipping line/agent for submission.
- Arranging phytosanitary and fumigation certificate from quarantine plant.
- Electronic filing and issuance preferential or non preferential certificate of origin from DGFT,i.g(GSP,APTA, SAPTA,SAFTA, ICPTA, IKCEP).
- Preparing shipment, letter of credit.
- Coordinating with CHA and freight forwarders shipping agents.
- Preparing e-BRC from DGFT.
- Submitting lodgement applications of exported document to bank.

- Coordinating with bank for keeping track of remittances received and providing settlement instruction to the bank for proper updating record by bank.
- Preparing applications of export packing credit.
- Preparing MIS for sales and keep monitoring on sales on weekly basis and report to sales team.
- Coordinating and assist to sales team for proper receipt of order, dispatch, delivery and others related task.
- Calculating averages for sales, maintain stock.
- Sending samples of overseas buyer through courier service,(DHL, FedEx, DTDC).
- Sending scanned original document of the buyer for balance payment.,i.g [ Invoice,Bill of leading, packing list, phytosanitary and fumigation if any require,(If any require GSP,AFTA, SAPTA, SAFTA, ICPTA, IKCEP), insurance.]

Educational Background:					
QUALIFICATION	BOARD	INSTITUTE	YEAR OF PASSING	% MARKS	GRADE
B.Com (Hons.)	C.U	Rabin Mukherjee Collage	2021	60	B+
Class XII	W.B.C.H.S.E.	Shree Maheshwari Vidyalaya	2018	58	B
Class X	W.B.B.S.E.	Arya Parisad Vidyalaya	2015	45	B+

#### Computer Proficiency:

Well versed with MS Word, Excel, Access and PowerPoint.  
Windows 2000/XP, Vista, Linux, Windows 2007

#### Extra Curricular Activities/Other Achievements:

Have organized many programs like Puja, sports, cultural functions in school and collage

- **Basic + Financial Accounting Expert** (Certificate Program done by Brainware Computer Academy).
- ☆Pursuing (CMAI) Cost and Management Accountant of India.–CMA\_Intermediate.

#### Summary:

● [RPYADAV1998@OUTLOOK.IN](mailto:RPYADAV1998@OUTLOOK.IN) have been working in **Shyam Sel and Power Limited** An export documentation specialist is responsible for supporting export activities, oversees preparation of commercial documents in accordance with export, and handles recordkeeping requirements to support timely payment of product.

● Documentation+Logistics+Banking+Air Shipment+Courier Service(DHL, FedEx,DTDC) and now using my knowledge to provide existing new clients what documentation they are require for export.

**Interest:**

Music, Cricket etc.

**Personal Information:**

Languages Known	English, Hindi, Bengali.
Father's Name	Mr. Kailash Yadav
Gender	Male
Marital Status	Married
Date Of Birth	11 <sup>th</sup> October 1998

**ABOUT MYSELF:**

I am an optimist person and want to work in a challenging atmosphere. I believe in sincerity, dedication, transparency and team work for achieving the desired result. I believe one should work hard towards ones aim and not bother about the failures that may arise for it has been rightly said that "Failures are the pillar to success".

I do hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Date:

Ravi Prakash Yadav

Place: Kolkata

SIGNATURE