

**Vinay Kumar**

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Date of Birth : July 15, 1993

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Objectives

Detail-oriented professional with extensive experience in exports documentation, financial record-keeping, and customer service. Proven ability to manage transactions accurately and efficiently, with a strong commitment to customer satisfaction. Seeking a Cashier position to leverage my financial documentation skills and hands-on customer service experience in a dynamic, customer-focused environment.

Work Experience

Nov 2017 to 15 June 2019 **Export Documentation Assistant (Vardhman Textiles Limited - India)**

Preparing Post Shipment Documents) Operations.

- ☞ Preparing commercial invoices, packing list.
- ☞ Preparing Importing country certification, Customs/ Insurance declaration Certificate of Origin etc.
- ☞ Informing tracking No. of courier to customer with regards to original shipping documents.
- ☞ Tracking the consignment till it reaches to destination & informing delay/early reaching of consignment to customer with reason.
- ☞ Handling L/C documents.
- ☞ Coordination Bank for negotiating of bank documents.

- ☞ Knowledge & Handling pre-shipment as well as post shipment document.
- ☞ Handling /Supervising all stock Dept./ Warehouse activities, Reporting to seniors/Higher Departments.
- ☞ Taking care of day-to-day activities.
- ☞ Entire Export Documentation (Post shipment document).

Feb 2021 – May 2022

Export Expenses Assistant - (Vardhman Textiles Limited -India)

1. ****Expense Tracking and Analysis****:

- Monitor and record all expenses related to export activities, including freight, customs duties, transportation, and handling costs.
- Analyze expenses to identify cost-saving opportunities and report any significant variations or discrepancies to management.

2. ****Invoice Verification and Processing****:

- Verify and process invoices from freight forwarders, customs agents, and other service providers involved in the export process.
- Ensure that invoices align with contractual agreements and company policies before approving them for payment.

3. ****Documentation Management****:

- Organize and maintain export-related financial documents, including expense records, payment receipts, and transaction reports, ensuring they are accurate and up-to-date.
- Work closely with the documentation team to cross-reference financial records with export documents for consistency and compliance.

4. ****Budget Management****:

- Assist in preparing and monitoring the export budget by providing regular updates on expenses and highlighting potential overspending.
- Generate expense reports to support budgeting decisions and aid in financial planning for future export activities.

5. ****Coordination with Internal Departments****:

- Collaborate with finance, logistics, and export documentation teams to streamline expense-related processes and improve accuracy.
- Act as a liaison between departments to ensure all export expenses are accurately recorded and

accounted for in financial reports.

6. **Compliance and Audit Support**:

- Ensure that all export expenses adhere to regulatory standards and company policies.
- Prepare and provide necessary documentation during internal and external audits to support the accuracy and legitimacy of recorded expenses.

7. **Reporting and Reconciliation**:

- Generate regular financial reports on export expenses for management review.
- Reconcile expense records periodically to confirm the accuracy of financial data and ensure all costs are accounted for in the export process.

8. **Cost Reduction and Efficiency Improvement**:

- Identify areas where export expenses can be reduced or managed more efficiently.
- Propose initiatives to optimize costs while maintaining service quality and compliance standards.

Education

Four years (2014 - 2016)

Bachelor of Commerce - 61%
Kamla Lohtia Sanatan Dharam College, Public university Chandigarh, India.
Ludhiana State - Punjab, India

Language

English- Fluent in writing and speaking

Hindi- Fluent in writing and speaking

Skills/Knowledge

1. Exports Documentation Specialist Skills

International Trade Knowledge: Familiarity with export regulations, customs processes, and international shipping protocols.

Documentation Management: Skilled in preparing and handling export documents (e.g., bills of lading, certificates of origin, export invoices).

Compliance & Regulatory Understanding: Knowledge of export compliance, regulations, and documentation required by different countries.

Attention to Detail: Ability to ensure accuracy in documentation, important for smooth customs clearance.

Time Management: Managing multiple shipments and adhering to tight deadlines.

Customer & Vendor Coordination: Experience working with international clients and coordinating with various stakeholders.

2. Financial & Administrative Skills (from Export Expenses Assistant role)

Expense Tracking: Monitoring and recording export-related expenses, including freight and insurance.

Financial Reporting: Preparing and managing expense reports, which requires organizational and analytical skills.

Problem-Solving: Resolving issues related to discrepancies in export expenses.

Data Analysis: Using data to optimize shipping and export costs.

3. Customer Service and Business Operations Skills (from working at the barber shop)

Customer Interaction: Experience in understanding customer needs and providing excellent service.

Small Business Operations: Familiarity with daily operations in a service-based business, managing customer flow, and handling payments.

Communication Skills: Ability to engage effectively with customers, both in person and over the

phone.

Flexibility: Adaptability to manage tasks and responsibilities as they come up in a family-run business.

Personal Information

Gender: Male

Current Address: Dubai, UAE

Permanent Address: Ludhiana, Punjab

Marital Status: Unmarried

Nationality: Indian

Other Information

📅 Willing to travel outside of residing location during the job: Yes

📅 LV- License: Yes (India)