

<b>Job Responsibility</b>	
<b>Pre-Shipment Documents:</b>	
1	Preparation of pre-shipment documents like invoice, packing list, SDF, Export declaratoon and export incentive declaration etc for custom filling purpose
2	Coordination with Service Provider for shipping documents (shipping bill) and custom clearance
3	Insurance Certificate
3	Apply for Certificate of origin/GSP etc with Export Inspection Agency, if applicable
4	Fumigation/Heat Treated certificate as per customer requirement
<b>Post Shipment Documents</b>	
1	Preparation of post shipment documents like Bill Exchange, Bill of Lading , Invoice, Packing List, SDF, Shipping Bill, Insurance Certificate, Fumigation/Heat Treated Certificate and Certificate of origin (if applicable) and scanning in system etc.
<b>MIS Reports</b>	
1	Monitoring the exports sales report on CIF and FOB basis
2	Monitoring the export sales in oracle and ensure the same will match with our excel sheet
3	Monitoring the post shipment documents receipt date from Service provider
4	Monitoring the submission date of shipment documents in Bank/directly send to customer
	Monitoring the bank reference and docket number
5	Monitoring the payment and BRC status against each shipment.
6	Monitoring the export incentive detail against each shipment
7	Monitoring receipt date of freight bill from CHA , approval and submission date in accounts for payment purpose
<b>Other Activities</b>	
1	Coordinate with PPC and packing for the shipment readiness status
2	Coordinate with multiple service provider for freight rate negotiation
3	Coordinate with with Service Provider for container planning with respect to vessel cut off date and transti time to make the delivery as per customer requirement.
4	To share the dispatch plan 2 day in advance within organization(PPC/accounts/packing and dispatch department) and with Service Provider along with pre-shipment documents.
5	Coordinate with Service Provider for post shipment documents and freight bills
6	Submission of Export documents in bank and customer on time.
	To ensure timely close the outstanding export bills from bank record once payment received from overseas buyer.
6	To share the dispatch status report with overseas buyer once shipment dispatched from our plant
7	To share the post shipment documents dispatch detail with overseas buyer once documents dispatched from our works
8	Coordinate with overseas buyer for advance/due/overdue payment and ensure the export realization on time as per agreed term
9	Coordinate with accounts team and ensure the timely payment of service provider
10	Export expenses provision will submit in accounts on monthly basis
11	Managing/keeping record of export documentation for any legalization purpose