Farhan Shaikh

EXIM Executive

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PERSONAL STATEMENT

EXIM executive with 3 years of experience handling export and import documentation for an engineering-goods exporter shipping from JNPT and Mumbai Air Cargo. Prepares commercial invoices, packing lists and LC documents, tracks shipping bills on ICEGATE, coordinates with CHAs and forwarders, and claims RoDTEP and drawback benefits on time.

WORK EXPERIENCE

EXIM Executive · **Raigad Precision Exports Pvt Ltd, Navi Mumbai** Jun 2023 – Present

- Handle documentation for 35 to 45 export shipments a month (FCL, LCL and air) to buyers in the Middle East, Europe and the US under FOB, CIF and DAP terms.
- Prepare commercial invoices, packing lists, certificates of origin and LC presentation sets, achieving zero bank discrepancies on 60+ LC shipments in 2025.
- Track shipping bills, EGM status and duty drawback on ICEGATE and file RoDTEP claims, recovering ₹38 lakh in export incentives in FY 2024-25.
- Coordinate with 2 CHAs and 4 freight forwarders on bookings, stuffing and cut-offs, reducing missed vessel cut-offs from 6 to 1 a quarter.

Documentation Assistant · **Oceanlink Freight Forwarders, Mumbai** Jul 2022 – May 2023

- Prepared draft bills of lading and checked shipper documents for 80+ export bookings a month.
- Followed up with shipping lines on container release, DO and free-time detention for import customers.
- Maintained a shipment status tracker shared daily with clients and the sales team.

EDUCATION

B.Com in Commerce · **Karmaveer College of Commerce, Navi Mumbai** 2019 – 2022
Grade: 7.2 CGPA

SKILLS

ICEGATE · DGFT portal (IEC, RoDTEP, e-BRC) · Export documentation · Letter of credit (UCP 600) · Incoterms 2020 · GST LUT and export refunds · Freight booking · Advanced Excel

CORE SKILLS

- Attention to detail
- CHA and forwarder coordination
- Buyer communication
- Deadline management
- Compliance focus

CERTIFICATIONS

Certificate Course in Export-Import Procedures and Documentation · **Export promotion training programme** Sep 2022

LANGUAGES

English · Fluent · Hindi · Fluent · Urdu · Native · Marathi · Conversational

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