

Mukul Mansharamani  
Address: J-3/22 Khirki Extn, Malviya Nagar  
New Delhi - 110017  
Mobile No: +919810310100  
Email: [mukulmansharamani@gmail.com](mailto:mukulmansharamani@gmail.com)



## OBJECTIVE

Aspire to excel & build successful career through working with an esteemed organization leading to achieving organizational and individual goals.

## EXPERIENCE SUMMARY

**2.1 Year Experience** as Import Assistant (Shipping Department) in Lals Group in Dubai, United Arab Emirates.

**1.3 Year Experience** as Import Coordinator (Planning & Control Team) in (CH) Sony India in New Delhi, India.

**1.5 Year Experience** in Finance, Accounts & Admin before MBA.

## EDUCATIONAL QUALIFICATIONS

- **Post-Graduation:- Masters in Business Administration**  
Completed 2 years Full time MBA in International Business & Finance from Amity University Noida Campus with CGPA of 7.75
- **Graduation:- Bachelor in Commerce (Honors)**  
Completed 3 years Full time B.Com (Hons) from Sri Aurobindo College at Delhi University.
- **Intermediate(12<sup>th</sup>):-**  
New Green Field Public School, New Delhi, C.B.S.E. in Commerce Stream 2006  
(Includes mathematics) with 80.00%.
- **Matriculation(10<sup>th</sup>):-**  
New Green Field Public School, New Delhi, C.B.S.E 2004

## MBA PROJECT REPORT, INTERNSHIP & TRAINING

Done MBA Internship at **Siemens Ltd, New Delhi** for 2 months duration from 1<sup>st</sup> June 2011 to 29<sup>th</sup> July 2011. Worked as Management Trainee in Commercial Department, Energy Automation (EA) in Siemens as part of my MBA Curriculum made Project Report on Working Capital Management.

## IT & PROFESSIONAL SKILLS

- Computer working Knowledge of IT Software: - MS Outlook, MS-Word, Excel and PowerPoint, Tally 9.0, ACURA (Sony Order Planning Software), SAP ERP - FICO (Finance & Controlling), MM (Materials Management) & (SD) Sales & Distribution.
- Working Knowledge of Procurement, Supply Chain, Import/Export Logistics, Stock Movements, Sales & Marketing, Accounting & Admin, Order Cycle Management, Inventory Allocations & Customer service.
- Commercial Admin tasks dealing with banks, Suppliers & Customers, resolving other specific Management queries involving Audits, meetings & other back office support activities.

## KEY ATTRIBUTES

- Honest and trustworthy
- Respectful, Hardworking, Flexible & Sound work ethics.

## PROFESSIONAL EXPERIENCE

### 26<sup>th</sup> May 2014 to 5<sup>th</sup> June 2016 **Imports Assistant, Homes R us (Lals Group), Dubai**

- Scrutinizing Suppliers Import Shipping Documents (Commercial Invoice, Packing List, Certificate of Origin, Bill of Lading and HS Code Summary) as per UAE Customs regulations.
- Sending Emails to Supplier of China, Malaysia, Turkey, USA, Netherlands, Denmark, Ukraine, Hong Kong, India & Sri Lanka for Discrepancy in Import documents, follow up & rectifying.
- Coordinating with Buyers/Purchase department on all Import shipments arriving at Jebel Ali & Al Qusais warehouse.
- Scrutinizing Export Shipping Documents & rectifying with warehouse for any discrepancies.
- Handling & taking care of Export shipments from Jebel Ali to Oman, Qatar & Bahrain.
- Dealing with Forwarders/ 3rd Party Logistics for Import Shipments Clearance & with warehouse for their timely arrivals.
- Mailing documents copy for Insurance of all Import-Export Shipments.
- Reporting to Management Export Summary for Oman, Qatar & Bahrain region.
- Creating all Debit Notes & Credit Notes for Export-Import shipments & handing over to Accounts department.
- Verifying & matching Letter of Credit & T/T applications with Import Shipping Documents.
- Dealing with Banks such as Mashreq, HSBC & Citibank for Bank Intimation acceptance.
- Creating & Maintaining Purchase Orders files.
- Internal Department coordination with Sales, Purchase, Finance & Accounts Team.

### Jun 12 to Sept 13 **Import Coordinator, (CH) Sony India**

- Working as Part of team in **Planning & Control** department.
- Using different software of Sony India for planning the Import Order in advance.
- Verifying that transactions comply with company policies and procedures.
- Checking Import documents of Air & Sea Shipments with Sony Hong Kong, Sony Singapore as per Custom Clearance guidelines.
- Using SAP-ERP for Creating Purchase Orders, Material Master Creation, managing stocks location & raising invoices for its movements, informing warehouse for mode & locations of Inter-Branch Transfers of Products.
- Maintaining Purchase orders file & Import Documentations for Audit Purposes.
- Follow-Up with Logistics & Warehouse Team via e-mails & telecom for transfer of Products from Customs Location to Warehouse Hubb Location and further movements of Products from Warehouse Hubb to all over India.
- Reporting through SAP to management regarding daily stock & sales reports.
- Preparing Performa Invoice for Purchase Orders received from overseas (USD) & Local (INR) customers.
- Responding to Customer queries via e-mails & telephonically for their Orders, payments, On-time Product deliveries.
- Communicating to dealers via e-mails & informing telephonically for payments pending, overdue clearance & reconciliation statements on Month-end.
- Dealing with Sales & Marketing team via e-mails & telephonically on support activities for sales & admin.
- Coordinating with Finance team for quotations approval & sending its invoices back to finance team for payments.
- Follow-Up with Finance Department on various customers, dealer's overdue clearance & reconciliation issues on Month-end in SAP.
- Co-ordinate the flow of information internally and with other departments and organizations.
- Doing Invoicing in SAP for Sales & Marketing team using different conditions.

### Jun 09 to Dec 09 **Accounts & Admin Assistant, RC Kapoor & Associates.**

- Coordinating in Accounting and Auditing as team member.
- Processing Transactions in Accounting Software Tally 9.0.
- Maintaining Travel & Expenses of all Employees in Excel/ Spreadsheet.
- Online Submission of various Tax forms, compliance certificates for customers.

- Prepare supporting documentation and post journal entries to computerized accounting software.
- Maintain accounts in computerized data base.
- Prepare vouchers, invoices, account statements, reports, and other documents.
- Order office supplies and maintain inventory.
- Answer telephone, electronic enquiries, reply telephone calls and messages.
- Set up and maintain manual and computerized information filing systems.
- Determine and establish office procedures.
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person.

**Jul 08 to Mar 09      Administration Assistant (Part Time)**

- Worked Part time in Public School in administration department along with my graduation.
- Data Entries in books of accounts.
- Commercial back-office & admin related tasks such as posting entries in computer/ Manual entries in books of accounts.
- Creating and maintaining data for expense and statistical reports.
- Admin Support duties in school as Coordinator on Parent Teacher Meetings, assisting in arranging meeting rooms, arranging travel for school children.

**INTERESTS**

- Travelling, Foreign Cultures, Swimming, gardening and creative work.

**CO-CURRICULAR ACTIVITIES & AWARDS**

- Won 2 gold medals in swimming one for relay race and other as individual race at school level.
- Certificate of appreciation for team coordinator in INBUSH 2011 Event organized by Amity University.
- Certificate of Merit for **best student award received in Finance** from Amity Global Business School.
- Like playing football, PC Games, watching cricket and going to gym in leisure times.

**PERSONAL DETAILS**

Date of Birth                         : December 02<sup>nd</sup>, 1988  
 Marital Status                        : Single  
 Nationality                            : Indian

**Declaration**

Above details are true and fair to the best of my knowledge. I request you to kindly consider my resume and provide me a chance to serve in this esteemed organization.

**(Mukul Mansharamani)**