

JOB DESCRIPTION – SENIOR EXECUTIVE

Educational & Experience Requirements:

- Educational Qualification : Bachelor's degree
- Experience Required : 3 years plus
- Industry preferred: Pharma

Primary Responsibilities:

- Hands on experience in handling entire export logistics.
- Hands on experience in handling entire DGFT matters, import, exports.
- Filing of online applications for Advance Authorizations and EPCG.
- Filing of online application export incentives and AD code generation for Bank.
- Preparation of license closure documents.
- Preparation of documents for port registration of licenses.
- License wise Reconciliation statements of Imports and Exports in coordination with Logistics team.
- Liasoning with DGFT department confidently and convincingly.
- Keeping proper records up to date.
- Advance skill in Excel, Word.

Key Skills:

- Excellent verbal and written communication
- Languages Known: English , Telugu and Hindi