

PARAS RUPAWALA

IMPORT-EXPORT ASSISTANT MANAGER

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PROFESSIONAL SUMMARY

Results-oriented Import-Export Assistant Manager with over 4 years of experience in managing complex international trade operations, international logistics, regulatory compliance and global supply chains. Expert in international trade regulations, HS code classification, and tariff management, backed by specialized certifications in International Business and Import-Export Management. Proven track record in optimizing customs clearance processes and implementing best practices that significantly reduce shipment delays and improve accuracy across diverse international markets. Adept at vendor coordination and cross-functional leadership to ensure seamless end-to-end logistics. Identifying international buyers and markets, leveraging trade data for strategic market entry, international exhibitions and trade fairs awareness new connections and expand business outreach. Skilled in verifying buyer genuineness through due diligence practices to ensure secure and reliable international transactions.

KEY SKILLS

Import/Export Documentation | Customs Regulations and Compliance | Vendor and Supplier Management | Freight forwarding and shipping coordination | Financial documentation | Government Liaison and Regulatory Adherence | International Market and Buyer Identification | Product and Market Selection | International Exhibition and Trade Fair Identification| Buyer verification and due diligence

WORK EXPERIENCE

Import-Export Assistant Manager.

KALYANI CRAFT PAPER MILLS PVT LTD.

Surat, Gujrat.

September 2021 - Present

- Managed end-to-end import-export operations across international markets, coordinating with global suppliers to ensure on-time delivery of goods.
- Developed and implemented operational best practices that reduced customs clearance delays by and improved shipment accuracy.
- Ensured strict adherence to international trade regulations and customs requirements, managing complex documentation including HS codes, tariffs, and duty calculations.
- Streamlined logistics workflows by coordinating with freight forwarders and customs brokers, resulting in a reduction in overall transit times.
- Oversaw the preparation and verification of legal trade documentation to mitigate compliance risks and avoid costly penalties.
- Oversaw the preparation and submission of essential trade and financial documentation, including Letters of Credit (LC), Bills of Lading (BL), Proforma Invoices, and Certificates of Origin.
- Managed pre-shipment and post-shipment finance operations, collaborating with financial institutions to streamline payment processes and ensure on-time clearance.
- Established and maintained strategic relationships with customs authorities, DGFT, and regulatory agencies to ensure 100% compliance with evolving trade laws.
- Utilized the ICEGATE portal for efficient Indian Customs compliance and cargo clearance, navigating complex tariff changes and trade restrictions.
- Maintained meticulous records of all import-export activities, ensuring full compliance with internal reporting and external audit requirements.

EDUCATION & CERTIFICATIONS

- ❖ **BACHELOR OF COMMERCE,**
VEER NARMAD SOUTH GUJARAT UNIVERSITY **APRIL-2021**
- ❖ **IMPORT EXPORT MANAGEMENT CERTIFICATION COURSE,**
SGCCI **DEC-2022**
- ❖ **INTERNATIONAL BUSINESS PROGRAM,**
THE SOFT ACADEMY **JANUARY-2025**
- ❖ **BASICS OF EXPORT-IMPORT MANAGEMENT, EXPORT-IMPORT,**
INDIAN INSTITUTE OF FOREIGN TRADE **JUNE-2025**