

# Shezad Sama

*Export General Manager*

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## **PROFILE SUMMARY**

Experienced *Export General Manager* with 4 years of proven expertise in managing all facets of export logistics, documentation, and compliance. Adept at optimizing supply chain efficiency, reducing costs, and ensuring timely delivery of goods to international markets. Skilled in coordinating with various stakeholders including suppliers, freight forwarders, and customs authorities to streamline export processes. Possess in-depth knowledge of export regulations, tariff schedules, and trade agreements. Strong leadership abilities with a track record of building and motivating teams to achieve operational excellence and exceed customer expectations.

## **EDUCATION**

### ***B. Tech, Mechanical Engineering***

School of Engineering,  
RK University  
Rajkot, Gujarat, India

Graduated, **May 2018**

Marks: 64%

Division: 2<sup>nd</sup> Class

### ***Higher Secondary School (12th Class)***

Sardar Vallabhbhai Patel Educational Institute,  
Kaliyabid,  
Bhavnagar, Gujarat, India

Graduated, **March 2014**

Marks: 63%

### ***Secondary School (SSC – 10th Class)***

Green Farm School (Gujarat Board)  
Tramba,  
Rajkot, Gujarat, India

Graduated, **April 2012**

Marks: 82%

## **CAREER HIGHLIGHTS**

- **Streamlined Export Operations:** Implemented process improvements leading to a 20% reduction in lead times and a 10% decrease in operational costs, enhancing overall efficiency and profitability.
- **Optimized Supply Chain:** Successfully managed relationships with freight forwarders, carriers, and customs brokers, negotiating favourable terms and ensuring seamless movement of goods, resulting in improved supply chain performance.
- **Team Leadership:** Lead and motivated a team of export specialists, providing guidance, training, and performance feedback, resulting in enhanced productivity, job satisfaction, and team coordination.
- **Customer Satisfaction:** Maintained a high level of customer satisfaction by ensuring on-time and in-full delivery of export shipments, providing timely updates, and resolving any issues or concerns promptly.
- **Documentation Expertise:** Demonstrated proficiency in preparing and reviewing export documentation, including commercial invoices, packing lists, and certificates of origin, ensuring accuracy and compliance with customs requirements.
- **Vendor Management:** Developed and maintained strong relationships with Ceramic Industries, Pallet Vendors and Transporters negotiating favourable terms and ensuring timely delivery of high-quality products, contributing to customer satisfaction and repeat business.

## SKILLS

- Export Logistics Management
- Export Documentation & Compliance
- Supply Chain Optimization
- Vendor Relationship Management
- Team Leadership & Development
- Team Management
- ERP Systems
- Microsoft Office (Expertise in Word and Excel)
- Email Communication
- Email Drafting
- Coordination
- Technical Knowledge

## WORK EXPERIENCE

❖ July 2023 – Current.....Total: - 2 Year  
*Export General Manager*

April 2022 – June 2023  
*Export Executive*

**Berusk Exports LLP**  
Rajkot, Gujarat

❖ January 2020 – March 2022.....Total: - 2 Year 3 Months  
*Export Documents Executive*

**German Foods**  
Mahuva, Bhavnagar, Gujarat

❖ January 2019 – October 2019.....Total: - 10 Months  
*QC Engineer*

**EPP Composites Pvt Ltd**  
Metoda, Rajkot, Gujarat

## COMPUTER PROFICIENCY

Operating Systems	Software
Microsoft Windows	Microsoft Word
Apple Mac	Microsoft Excel
	Microsoft PowerPoint
	Odoo ERP

## LANGUAGES

**Gujarati:** - Native

**Hindi:** - Fluent

**English:** - Working Proficiency

## **PERSONAL DETAILS**

**Birthdate:** - 5<sup>th</sup> December, 1996

**Gender:** - Male

**Marital Status:** - Single

**Nationality:** - Indian

**Current Address:** -

Achievers Hostel & PG, 4-Archana Park, Near Swaminarayan Bakery, University Road, Rajkot, Gujarat - 360005

**Permanent Address:** -

Plot No 23, Umaniyavadarni Nal, Mahendi Bag, Mahuva, Bhavnagar, Gujarat - 364290

## **DECLARATION**

I, Shezad Sama, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



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(Signatory)