
ABHISHEK NEGI

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PROFESSIONAL SUMMARY

Efficient Import and Export Coordinator with extensive experience in logistics and international trade. Skilled in coordinating import and export activities, customs clearance and freight forwarding. Demonstrated success in managing multiple projects and nurturing solid relationships with stakeholders.

SKILLS

- Business Development
- Shipment coordinating
- Global logistics
- Shipping method determination
- Cargo shipment weighing
- Customs regulations knowledge
- Trade Compliance Monitoring
- International business development
- International Trade Expertise
- Supply Chain Coordination
- Incoterms Familiarity

WORK HISTORY

Import/Export Specialist, 09/2018 - Current

Ashwin logistics private limited – Ghaziabad, UP

- Coordinated multi-modal shipments for seamless delivery to worldwide destinations, enhancing customer.
- Maintained up-to-date knowledge of changing customs requirements, ensuring smooth flow of goods across borders.
- Negotiated favorable terms with freight forwarders and carriers, reducing transportation costs.
- Collaborated with sales teams to develop strategies for expanding into new international markets.
- Prepared comprehensive reports on import/export activities for senior management review, highlighting successes and areas for improvement.
- Analyzed market trends to identify potential growth opportunities in global trade.
- Coordinated import and export of goods for multiple clients, providing accuracy and timely delivery.
- Coordinated with internal teams to enable timely ordering, shipping and receipt of goods.
- Investigated discrepancies in shipping documents and resolved issues with vendors.
- Utilized logistics software to manage, monitor and track shipments from origin to destination.
- Managed import and export of hazardous materials in compliance with applicable laws and regulations.
- Conducted competitor analysis for better positioning in the market and identifying growth opportunities.

Logistics Executive, 11/2016 - 08/2018

Orchid Logistics Pvt Ltd – New Delhi

- Directed shipping and receiving of wide range of products daily.
- Selected transportation routes to maximize economy by combining shipments or consolidating warehousing and distribution.
- Coordinated driver dispatch to accomplish daily delivery requirements.
- Managed functional areas of logistics.
- Supervised logistics functions and operations.
- Organized records of vehicles, schedules and completed orders.
- Collaborated with manufacturing and supply chain management.

Summer Internship , 03/2014 - 04/2014

Seasky Shipping Pvt Ltd

- Gained valuable experience working within a specific industry, applying learned concepts directly into relevant work situations.
- Sorted and organized files, spreadsheets, and reports.
- Gained hands-on experience in various software programs, increasing proficiency and expanding technical skill set.

EDUCATION

Marketing PGDM: 07/2022

Institute of Management Technology, Ghaziabad - Ghaziabad, UP

Bachelor of Arts: 12/2016

University of Delhi (North Campus) - Delhi, DL

Diploma in office management: 12/2014

YMCA gate no. 5 - New Delhi, DL

High School: 01/2012

Flora Dales Senior Secondary School - New Delhi, DL

CERTIFICATIONS

- Google Data Analytics professional certificate (Issued Jul 2024) (Credential ID 66MEU86CAKP6)
- Diploma in office management from YMCA New Delhi