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Location : Indore, Madhya Pradesh

## EDUCATION 2019-2024 (Completed)

MBA in Foreign Trade

School of Commerce, DAVV University, Indore

Five-Year Integrated Program

## CERTIFICATION

SAP FICO CONSULTANT : WINCOM TECNOLOGY - INDORE

IMPORT EXPORT MANAGEMENT : IIFT - DELHI

DIGITAL MARKETING : GOOGLE

## SAP FICO SKILL

- ERP-SAP Business Process Configurations,
- Organization Structure : Company Code, Company, Business Area.
- Financial Accounting Global Setting: Fiscal Year Variant, Posting Period Variant, Document Types, Posting Key, Document Structure, Field Status Variant, Terms of Payment, Currency, Cash Journal Configuration and Posting, Tax Procedure.
- General Ledger Accounting: Chart of Accounts, GL Accounts Groups, Retained Earning Ac Key, Tolerances Group for G/L Accounts, G/L Account Creation/Editing/Processing, G/L Document Entry, and Document Reversal for General Ledger Document.
- Accounts Receivables: Customer Master Data Creation/Change/Display, Customer Number Ranges, Reconciliation Account For A/R, Screen Layout Rule for Customer, Tolerances Group for Customer, Customer Document Entry, Sales Invoice, Sales Return Invoice, Document Reversal for Customer Document.
- Accounts Payables: Vendors Master Data Creation/Change/Display, Vendors Number Ranges, Reconciliation Account For A/P, Screen Layout Rule for Vender, Tolerances Group for Vender, Vender Document Entry, Purchase Invoice, Purchase Return Invoice, Document Reversal for Vender Document..
- Assets Accounting: Chart of Depreciation creation and assignment, Depreciation Area, Account Determination, Screen Layouts, Number Range for Assets Master Record, Assets Master Data creation, change and display.
- Bank Accounting: Bank Master Recorded Creation, House Bank, Account Id Creation.
- Invoice Payments: Manual payment (Partial Payment, Residual Payment and On Account Payment, Automatic Payment Program Configuration, Run Automatic Payment Program, Automatic Dunning Program Configuration, Run Automatic Dunning Program.

# SHUBHAM KARMA

To secure a challenging position where I can leverage my expertise in international business and education to contribute effectively to the organization's growth while advancing my own career. As a results-driven professional with a solid track record of meeting and exceeding targets, I am currently expanding my skills in **SAP FICO CONSULTANT** . My commitment to excellence and success in achieving strategic goals aligns with the needs of dynamic organizations seeking impactful contributions.

## EXPERIENCE

○ **Company : Hi Tech Metal Forming : Indore (M.P) {15 April 2024 (Till Date)}**  
**Position : Foreign Trade Officer & Finance**

- Ensuring compliance with international trade regulations.
- Process and validate ASN (Advanced Shipping Notice)
- Prepare and audit export documentation for vessel shipments and settlements.
- Process commercial invoice documents by validating data integrity and accuracy.
- Communicate effectively with internal and external stakeholders, including trading desks, loading facilities, freight forwarders, brokers, and vendors.
- Provide customers with accurate product information, pricing, and delivery details.
- Coordinate shipments to ensure timely delivery of goods.
- Resolve any issues or disputes arising during the sales process.
- Stay updated on market trends and competitor activities to identify new business opportunities. Ensure compliance with export laws and regulations. Manage both LCL (Less than Container Load) and FCL (Full Container Load) shipments.

○ **Company : Viraje Cargo Care Pvt Ltd : Indore (M.P) (11 Jan 2023 To 30 Mar 2024)**  
**Position : Import & Export Operation**

- **Handling Customs Brokerage:** To manage customs clearance procedures, ensuring compliance with import/export regulations
- **Arranging Transportation:** To organize and coordinate the transportation of goods, selecting the most suitable carriers and routes for efficient delivery.
- **Receiving and Inspecting Goods:** receipt and inspection of goods, ensuring they meet the necessary standards before transportation
- **Follow-up for Importers and Exporters:** working on behalf of importers, exporters, or other businesses, ensure the safe and timely transportation of goods
- **Overseeing Cargo Transportation:** To manage the packing, loading, and transportation of cargo, ensuring it reaches its destination securely
- **Navigating Freight Industry Network:** To navigate the complex network of the logistic industry, advising clients on the best practices and cost-effective solutions.
- **Booking Cargo Space:** To book a cargo space on various transportation modes, such as airplanes, trains, ships, or other means, optimizing logistics

○ **Company : Shanh Shipping Logistic : Indore (M.P) 15 Sep 2022 To 16 Dec 2022**  
**Documentation Executive ( Trainee )**

- **Records of Transactions:** To uphold up-to-date and comprehensive records of transactions associated with international trade .
- **Customs Clearance Procedures:** providing assistance in customs clearance procedures, ensuring that goods comply with import/export regulations.
- **Licenses and Eligibility Documents:** licensing regulations specify their eligibility to work in all Customs Stations within the country.
- **Export Documents:** Delivers documents to the exporter after completing necessary export formalities with customs. This may include certificates of free sale, which serve as evidence that goods comply with regulatory standards.