

KARAN MANGLA

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Rampura Phul, Punjab 151103

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CAREER OBJECTIVE:

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company, fulfilling the organizational goals and climb the career ladder through continuous learning and commitment.

EDUCATIONAL QUALIFICATION:

S.No	Degree	College/School	Board	Year	%age
1.	PG Diploma Export Marketing Management	Kurukshetra University (KUK)	Kurukshetra University	2021	64%
2.	B.COM	TPD Malwa Collage	Punjabi University	2016	50%
3.	Senior Secondary	B.M.S.S.School	P.S.E.B	2013	66%
4.	Matriculation	B.M.S.S.School	P.S.E.B	2011	78%

TOTAL EXPERIENCE: 6 Years

Company Name	Period	Position	Exposure
Stylam Industries Limited	August 2022- Till Now	Assistant Manager (Export Dispatch)	<ol style="list-style-type: none">1. Making of Commercial invoices and packing list.2. Handling of packaging the laminate sheets (Sunmica) material in accordance to the container size and order requirement from the client.3. Coordinating with production team to produce the material as per client urgency.
Pharmaffiliates Analytic & Synthetics (P) Ltd.	Dec-2021 to July 2022	Assistant Manager (Distribution Department)	<ol style="list-style-type: none">1. Having knowledge of an ERP software (E Magic). Under the control of that making all documentation data which includes Commercial invoice having Export data, Packing list and other related documents required with the shipment.2. Documentation of documents for the records to avoid any data Integrity in Future.3. Following up with CHA to regularize till the delivery of shipments which includes custom clearance as well as tracking. In case of any disruption, concerning marketing team.

			<ol style="list-style-type: none"> 4. Lodgments of the Export documents against LC, CAD, Advance Payment and Payment Against Invoices and handling all type of Bank queries. 5. Working together as a team to work precisely.
IVL Dhunseri Petrochem Ind.Pvt. Ltd.	July 2018 Dec 2021	Senior Executive	<ol style="list-style-type: none"> 1. ERP (Microsoft Dynamic Nav) Export Billing, Domestic Billing, Scrap Billing Making E-Way Bill, E-invoicing. 2. Preparing Credit note, Petty cash Management, Physically Stock audit ,File the GSTR1 Self Sealing of Export Consignment, Uploading of RFID E- sealing of containers, Preparing Export Commercial Invoice, Packing List, VGM, Insurance Documents & Documentation of Office Records etc. 3. Planning and Arranging the vehicle for urgent consignment and dispatching it on the same Day. 4. Handling the trafficking and transporters.
Stelco LTD. Rampura Phul	July 2016 to July 2018	Assistant	<ol style="list-style-type: none"> 1. Dispatch, Checking Rate and Grades, E-way Bill, Export Billing, Job Work Challan, Maintain Register (RG1, Part 1, Part 2), Making paper for load vehicles, Documentation of Office Records etc.

CERTIFICATES:

- Knowledge of MS Dynamic Nav (ERP), Busy, and E-Magic(ERP software) .
- Certification of documentation and procedure for Export Business.
- Ability to resolve complex issues.
- Believe in strong team work.
- Experience working cross culturally.

OTHER ACHIEVEMENTS:

- District level Table Tennis Player.
- Participated at Scouting and guiding.
- Participated in Athletic Games in School.

PERSONAL PROFILE:

Date of Birth: 14-July-1995

Father Name: Sh. Bal Krishan Mangla

Gender: Male

Language: English, Hindi & Punjabi

Hobbies: Listening Music,
Playing Games