

MANSUR ABDUL SAMAD KHOPEKAR

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ADDRESS : JUHI 2C/24, NARENDRA PARK, NAYANAGAR, MIRA ROAD (E) . MUMBAI :401107.

OLD PASSPORT NOS: K4322359, D.O.I : 11/06/2003 D.O.E : 10/06/2013

NEW PASSPORT NOS: Y7476179.

D.O.I : 03/08/2023 D.O.E : 02/08/2033

PERSONAL STATEMENT/ OBJECTIVE

I am responsible, reliable, articulate and conscientious in all matters. I am a good team player, and Have the ability to work independently when required. I enjoy a good challenge and I am now looking To further my carrier and experience. Analytical and accomplished Import Export documentation and Freight Forwarding professional with extensive experience in all areas of shipping and logistics function. Strong combination of software knowledge with proven leadership and interpersonal skills. Exemplary verbal and written communicator who demonstrates professionalism and strengthens the Company image.

SSC	1988	Passed SSC From ST ROSARY CATHOLIC HIGH SCHOOL MUMBAI
HSC	1990	Passed HSC from BURHANI COLLEGE OF COMMERCE AND ARTS
GRADUATION	1994	GRADUATE B.COM BURHANI COLLEGE OF COMMERCE AND ARTS
ADDITIONAL QUALIFICATION		DIPLOMA FROM N.I.I.T, Covering DOS, COMPUTER CONCEPTS, VPP, FOXBASE, LAN, WINDOWS, & PW AND ADDITIONAL KNOWLEDGE IN MS WORD, EXCEL, SAP AND FULLY KNOWLEDGE IN ACCOUNTING PACKAKGE TALLY.

Overall experience 29 Years. In Accounting field 13 Years. In shipping and logistics 16 years. (total GULF EXPERIENCE 9 YEARS) extensive work experiences with Oil & Gas, construction, Food & Beverage, Manufacturing , marble division , carpentry, steel fabrication and shipping export division & supermarket.

WORK EXPERIENCE	
1	OCTOBER 2024 TILL DATE GOCARGO FORWARDING PVT LTD IMPORT DOCUMENTATION AND OPERATION EXECUTIVE
2	AUGUST 2018 Till Date 2024 REGENT INTERNATIONAL MUMBAI: CUSTOM CLEARANCE DOCUMENTATION AND LOGISTICS CO COORDINATOR
3	JULY 2017 TO JUNE 2018 SIX CONSTRUCTION OMAN LLC (DUQM LIQUID BERTH PROJECT) DESIGNATION : LOGISTICS CO -ORDINATOR
4	AUGUST 2008 TO JUNE 2015 AL TURKI ENTERPRISES LLC OMAN (MUSCAT-OMAN) DESIGNATION : CUSTOM CLEARANCE DOCUMENTATION AND LOGISTICS EXECUTIVE
5	AUGUST 2006 TO MAY 2008 FAMILY SHOPPING CENTRE (MUSCAT- OMAN) DESIGNATION : ACCOUNTS EXECUTIVE
6	APRIL 1995 TO JUNE 2006

	TRANSafe SHIPPING PVT LTD (MUMBAI-INDIA) DESIGNATION : ACCOUNTS EXECUTIVE
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ROLES AND RESPONSIBILITIES

- ☐ Excellent Trouble Shooting Skills.
- ☐ Excellent Training Skills.
- ☐ Self Motivated And Able To Work Well In A Team.
- ☐ Helpful, Tactful And Particular About Keeping Deadlines.
- ☐ Professional In Mannerism.
- ☐ Excellent Communication Skills.
- ☐ Able To Deal With Difficult Situation Firmly, But Politely.
- ☐ Managing Day To Day Operational Activities.

ACCOUNTS EXPERIENCE :

- ☐ Preparing Sales Report,
- ☐ Sales And Purchase Entries, Receipts And Payment Entries, Bank Book Entries, Cash Book.
- ☐ Preparing Bank & Cash Vouchers,
- ☐ Bank And Credit Card Reconciliation.
- ☐ Making Payment And Handling With Supplier.
- ☐ Giving Proper Grouping To Ledgers Which Finally Get Convert Into Final Account.

- ☐ Preparing Cheque.

LOGISTICS EXPERIENCE :

- ☐ Following with purchase order copy to communicate with supplier.
- ☐ Giving emails To supplier for copy documents.
- ☐ Getting ETA date and charges from Shipping agent and doing entries in excel sheet.
- ☐ Preparing cheque Request in MS WORD.
- ☐ Doing Down payment entries in SAP.
- ☐ Sending the SAP details with attachment of cheque request and copied of the documents in email to Finance department for Preparation of cheque.
- ☐ Following up with finance department for Readiness of cheque and original document through bank .
- ☐ Following with purchaser if the document is against courier to get Get the delivery order release from shipping agent and cargo Clearance from port.

Doing shipping and air cargo entries.
- ☐ Following Up with Stores through email for proof of delivery of cargo and GRN In SAP system.
- ☐ Trying to avoid demurrages from port and line by Getting additional free days from supplier And shipping Agent.
- ☐ Following up with supplier for documents and cheque from finance Department.
- ☐ Verifying invoices of clearing agent and submitting to finance for their payments.
- ☐ Following up with Clearing agent to get C.C.R.O. from AIR and SEA port on time.
- ☐ Informing Project managers regarding clearance of cargo.
- ☐ Following up with Transport department for transportation on time.

- ☐ Checking the documents whether they are in proper Condition.
- ☐ Dealing with Audit department.
- ☐ Replying to Purchase Department, MEP,& PDO, CARPENTRY, and their Managers and Engineers through email and phones regarding cargo.
- ☐ Following Up with PRO (OMANI DEPARTMENT) regarding duty exempted Material.
- ☐ Following up with clearing agent regarding road and And courier shipment.
- ☐ Giving reply to all clearing agents regarding their payments.
- ☐ And getting the import number from Insurance Department for each and every purchase order.

- ☐ After receiving Purchase order copy from Purchaser if the shipping Terms are FOB AND EXWORKS . following up with supplier for The readiness of cargo and shipment mode whether it is FCL OR LCL.
- ☐ Getting packing details from supplier through email regarding cargo.
- ☐ Sending enquiries to Shipping Agents to get the best freight rates.
- ☐ Preparing comparison sheets and sending for approval of Directors.
- ☐ After receiving the approvals for the same nominating The shipping agent and informing them for delivery of cargo Following up with them through phones and email till the cargo Reaches the port of destination.

DUQM LIQUID BERTH PROJECTS EXPERIENCE: After receiving emails from Dubai head office regarding Road transportation of export of the equipment and materials. Arranging the customs clearing agent for the clearance of the shipment from OMAN WAJAJAH BORDER and following up with Clearing agent and driver to reach DUQM SITE. And maintaining excel sheet and preparing INTERNAL MEMO regarding shipment and arranging clearing agent and ROYAL OMAN OF POLICE for the clearance of shipment in DUQM site. And after clearance of shipment. Getting INTERNAL MEMO signed by the manager and arranging for the offloading of the shipment on site. And if it is and equipment submitting all the documents (EXPORT CERTIFICATE,BAYAN, VEHICLE DETAILS PAPER, COMMERCIAL REGISTRATION COPIES OF COMPANIES) For the registration of equipment to ADMINISTRATION DEPARTMENT, maintaining the logs and records of all the shipment .

And after the clearance sending the original BAYAN of the shipment to MUSCAT Head Office.

To collect the deposit of custom duty.

AT the time when projects got over and after receiving emails from SITE STORE & WORKSHOP arranged all the re-export materials (SCAFFLDING ITEMS and Equipment to send back to DUBAI FROM OMAN by ROAD.)

LANGUAGES KNOW	ENGLISH , HINDI , URDU & MARATHI
MARTIAL STATUS	MARRIED
OVERALL EXPERIENCE	28 YEARS EXPERIENCE

