

# Saurabh Bansal

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## CAREER OBJECTIVE

To establish myself in an organization which will fully provide me opportunities to utilize my potential and become an important & integral part of the success story of the organization

## EXPERTISE OFFERED

- International Trade & Export / Import Management
- Banking & Treasury Operations
- Financial Management & Accounting
- AR & AP management
- Communication and Coordination
- Regulatory Knowledge
- Reporting and Planning
- Risk Management
- UCP 600/ ISBP 745/URC 522
- Process improvement
- Foreign exchange operations
- Trade Finance
- FATCA Compliance
- 3rd Country Trade(Merchant)

## ACADEMICS

Qualification	Institute
Bachelor of Commerce	Chatrapati Sahuji Maharaj Kanpur University

## CAREER SUMMARY

Employer	Role	Date
Yunikaa International FZE, RAK	Account Executive	Oct 2023 to Feb 2024
PNT Holdings LLC	Trade Operations Supervisor	Mar 2022 to Oct 2023
Pajson Trading DMCC	Document/Account Clerk	Jan 2021 to Mar2022
Virendra Trading Private Limited	Asst. Manager (Finance)	Feb 2020 to Sep 2020
Barrier Films International	Deputy Manager	Dec 2018 to Jan 2020
Rapid Engineering Pvt Ltd	Purchase Executive	Nov 2017 to Nov 2018
Surya Roshni Limited	Assistant Manager (Channel Finance)	Jan 2016 to Sep 2017
International Trading Corporation	Manager Imports	March 2015 to Dec 2016
Kohinoor Foods Limited	Assistant Manager (Banking)	Nov 2009 to May 2014

## CAREER NARRATIVE

14+YEARS

- Imports and Exports Professional offering nearly 15 years of experience. Proven expertise in streaming the International Market domain with focus on authenticity and accuracy.
- Preparation of All Kinds of Sales/Commission Invoices and Entry of Purchases/Expenses in the Tally ERP.
- Bank, Debtors and Creditors Accounts Reconciliations in Multiple Currencies. Balance Confirmation Letters
- Preparation of Monthly GST returns. CAPEX & Revenue entries.
- Verification of Bank Charges.
- Preparation of Monthly MIS Reports and Monthly Budget as Planning Procurement Meetings.
- Managed Channel Finance Facility with IDBI Bank for Local Sales Pan India in Steel pipes and CR Strips, Professional Lighting and Home Appliances.
- Daily fund arrangement from banks as per committed payment & ensure adequate account balances maintain daily
- Scrutiny of all transactions under domestic & foreign import/export LC, including draft LC, BC/LC/BG/SBLC/CG issuance, amendment, bill lodgment, acceptance, delivery order, payment & releasing documents to the client as per UCP 600
- Arranging buyer's credit quotes for clients by coordinating with lending banks & financial institutions
- Arranging ROI & limits for Bank with internal teams & higher authorities Highlighting discrepancies in the trade transactions and getting the same resolved by coordinating with internal & external stakeholders ensures seamless processing of transactions from end to end.
- Educate clients on documentation under LC (both domestic & foreign), buyers' credit, BG/SBLC/CG, discounting, import, export & inward/outward remittance for smooth & quick processing of transactions
- Monitoring of Maintaining systematic documentation of all trade transactions & timely submission to banks for Collection and Payments.
- Credit/Debit monitoring for foreign Inward/Outward remittances & closely monitoring TAT for the same for all nostro as authorizer
- Tracking all Forex orders, hedge & un-hedged positions and accounting for all Forex utilization and computation of Swap gains / losses.
- Preparation of draw-downs, settlements, rollovers and pre-settlement timely manner either manually and online and getting it approved for execution. Accounting journals for all treasury related transactions
- Tracking and updating all loan schedules and ensuring loans are drawn within the banking agreed facilities and the agreed interest rates.

- Led AR/AP Functions to drive end to end accounts Receivable process/Payable Processes.
- Supplier/Buyer Due Diligence and risk analysis
- Handled Preparation of documents related to import/export (inbound & outbound) shipments (Invoice, delivery/packing note, customs delivery advice, issue instructions for Airway Bill, Bill of Lading.
- Reconcile supplier invoice, To complete invoicing against to customer/sales order.
- Looking after the cross trade/3rd Country Trade Both Legs Import Leg and Export Leg. End to end transaction. Broker's Brokerage calculations.
- Co-Ordinate with freight forwarder, shipping lines for freight payment and online account management. Freight payment and account confirmation. Issuing of Switch Bill of Lading.
- Handled Multiple Banking Arrangement facilities with Banks, Joint Documentation.
- Articulate communicator with strong analytical and interpersonal skills known for honest work ethics and executing tasks in time without compromising on quality.

#### TECHNICAL SKILLS

- Understanding of UAE VAT Returns
- Empaneled: Trade Finance Consultant- Euro Exim Bank Empanelment No:EEB/IN/22/21862 dt 21.04.2022
- Well versed with Microsoft Word, Excel, Tally ERP 9, SAP
- Having good working knowledge Indian Indirect Taxation (GST) and Direct Tax (TDS)and Personal Tax planning.
- Completed Certificate Course in Stenography English from ITI Arab-Ki-Sarai

#### PERSONAL INFORMATION

Father's Name	Mr. Gopal Ji Gupta
Date of Birth	6 Feb 1983
Religion	Hindu
Marital Status	Married
Passport No	N2608500 Valid up to 31-08-2025
Language Known	Hindi & English
Present Address	Dubai, UAE