

NEHA JAIN

Bangalore, India

 +91-9036420172

 nj280188@gmail.com



4+ years of experience in Global Trade Content

Objective: To obtain a position to develop my skill contributing qualitative enhancement towards organizational and personal growth.

Experienced in Global trade content research and HTS classification projects facilitating in cross border trade. Excellent in researching content data, De minimis information, Import & export compliance requirements, VAT, Excise and other tax information.



Work History

Sr. Global Trade Content Analyst (April 2021- Present)

- Researching customs sources for list of 200+ countries.
- Data extraction of HTS, MFN duty rates & Preferential rates.
- Maintenance of unified data structure for set of 200+ countries.

Global Trade Content Analyst (October 2018- March 2021)

Avolin, Bangalore

Associate Global Trade Content Analyst (March 2017-October 2018)

Aptean India Pvt. Ltd., Bangalore

- Competent Trade specialist with 4 years of experience in custom duties & trade agreements.
- Analyzing different tax changes such as VAT, Excise, consumption tax and any other taxes impacting the landed cost
- Expertise in Rules of origin, RVC methods, MFN rates and Preferential rates of free trade agreements
- Handling Quality Assurance task for validating the content released to customers
- Assisting in ADD, Additional duty and countervailing duties trade sheets
- Handling HTS classification Projects for DHL, Far fetch, Adafruit, Heineken, TETRA
- Working on de minimis information for more than 150 countries
- Responsible for giving training to GTC team
- Landed cost analysis based on current customs duties and other taxes
- Monitor trade organizations and governmental websites for updates.

- Researching Import compliance requirements for various countries.
- Researching Import and export trade documents facilitating international trade **Clientele:**

DHL, Pitney Bowes, Nissan, Tetra, Heineken, PwC, Adafruit, Nissan

Single window operator (July 2013- September 2014) *Canara*

Bank, Bangalore

- Cash handling
- Administrative responsibilities
- Customer support

Lecturer (July 2011-April 2012)

Lovely professional University, Punjab

- Teaching
- Assisted students in summer internships
- Responsible for organizing cultural events
- Maintaining co-ordination with cultural committee members of the university
- Performing duties of class in charge
- Drafting question papers of various subjects
- Project advisor for summer internship

Executive, International Marketing (June 2010 – July 2011)

Eastman Industries Limited, Punjab

- Responsible for business development in International markets such as Argentina, Spain, Portugal, South Africa for scaffolding.
- Generating new customer data base
- Working on portals like indiamart.com, tradeindia.com
- Fetching new export orders
- Handling export documentation
- Procurement of scaffolding products
- Follow up of the complete export order cycle



Education

- MBA-IB (2010) from Punjab Technical University, Punjab securing 79.65%

- B.com (2008) from Panjab University, Chandigarh securing 75.27%
- 10+2 (2005) from Punjab School Education Board securing 80%
- 10th (2003) from Punjab School Education Board securing 86%



Skills

- Project planning and execution
- Communication and interpersonal skills
- Global Trade expertise
- Administrative skill
- Proficiency in Microsoft office
- Team work
- Adaptable



Additional Information

- Received appreciation for outstanding work in Avolin
- Participated in various cultural activities, quiz contests at college level
- Participated in youth leadership camp organized by Panjab university
- Scholarship holder in standard 8th, 10th and 10+2
- Languages Known: English, Hindi, Punjabi ⁱ
- Preference for remote working and also willing to relocate, if required



Professional Development

- Member of ICPA



Declaration

I declare that the information furnished by me is correct to the best of my knowledge.

ⁱ Neha Jain
(Jan 21, 2021)