

ETTI EXPORT IMPORT MANAGEMENT INSTITUTE™



SYLLABUS



ETTI EXPORT IMPORT MANAGEMENT INSTITUTE™

(Recognised by IMC Chamber of Commerce & Industry)

1st Floor, Jeejeebhoy Estate, B Wing, Amar Business Centre,
Ashirwad Lane, Ram Mandir Road, Goregaon (W), Mumbai-400 104.

Tel.: 022 4003 3529 / 2676 3529 / 2676 4049 • Mob.: 9821485931

E-mail : etti1987@yahoo.com / admin@ettintl.com

Website : www.ettintl.com



It's all about your future.....

ETTI EXPORT IMPORT MANAGEMENT INSTITUTETM

PROGRAMME SHEET

PART-TIME & CORRESPONDENCE COURSES

(1) ADVANCED CERTIFICATE IN INTERNATIONAL TRADE

(Recognized by IMC chamber of commerce & Industry)

COURSE COMMENCING FROM : (Mon, Wed, Fri's only)

DURATION : THREE MONTHS
TIME : 6.30 P.M. TO 8.30 P.M.
VENUE : IMC, IMC MARG, CHURCHGATE, MUMBAI

COURSE COMMENCING FROM : (Mon, Wed, Fri's only)

DURATION : THREE MONTHS
TIME : 6.45 P.M. TO 8.45 P.M.
VENUE : FEDAI ACADEMY, S.V. RD., NR. RLY. STATION, ANDHERI (W)

COURSE COMMENCING FROM : (Sunday's only)

DURATION : SIX MONTHS
TIME : 10.00 A.M. TO 1.00 P.M.
VENUE : 1.DR. ANTONIO D'SILVA SCHOOL
2.INDIAN EDUCATION SOCIETY (IES) NABAR GURUJI
NEAR KABOOTARKHANA, NR. RLY. STATION,
DADAR (W), MUMBAI

COURSE COMMENCING FROM :
DURATION : SIX MONTHS
TIME : 10.00 A.M. TO 1.00 P.M.
VENUE : M.H. HIGH SCHOOL, OPP. KALYAN JEWELLERS,
NEAR RLY. STATION, THANE (WEST)-400 602

COURSE FEES Rs.* : IMC-Exam Fee Rs.*
: IMC-Reg. Fee Rs.*

(2) ADVANCED CERTIFICATE IN LOGISTICS & SUPPLY CHAIN

(Recognized by IMC Chamber of Commerce & Industry)

COURSE COMMENCING FROM : (Sunday's only)

DURATION : 6 MONTHS
TIME : 10.00 A.M. TO 1.00 P.M.
VENUE : 1.DR. ANTONIO D'SILVA SCHOOL
2.INDIAN EDUCATION SOCIETY (IES) NABAR GURUJI
NEAR KABOOTARKHANA, NR. RLY. STATION,
DADAR (W), MUMBAI

COURSE FEES Rs.* : IMC-Exam Fee Rs.*
: IMC-Reg. Fee Rs.*

100% FREE PLACEMENT ASSISTANCE ASSURED

FOR DETAILS & REGISTRATION PLEASE CONTACT :

ETTI EXPORT IMPORT MANAGEMENT INSTITUTETM

Tel.: 022 4003 3529 / 2676 3529 / 2676 4049 • Mob.: 9821485931

N.B. : D.D./CHEQUE SHOULD BE IN FAVOUR OF "ETTI EXPORT IMPORT MANAGEMENT INSTITUTE"

Watch newspaper announcements for new Batches OR

Log on **Website : www.ettintl.com**

ETTI EXPORT IMPORT MANAGEMENT INSTITUTE™

It's all about your future...

It Is True. You Are At A Major Turning Point In Your Life Right Now. And If You're Probably In The Process Of Choosing A Career, This Is An Important Decision That Will Definitely Affect Your Future. So, It's Natural That You Are Feeling Excited, Hopeful And Well, Maybe Just A Little UNCERTAIN / CONFUSED.

Whether You Have A Definite Career Goal Or Are Still Trying To Figure Out What You'd Like To Do – Look at Yourself and Your Needs, Both Career wise And Personally - AND CHOOSE THE CAREER BEST SUITS TO YOU AND YOUR FUTURE.

So Think About It. After All, At the End of the Day-
IT'S ABOUT YOU AND YOUR FUTURE.

Wishing You A Bright Career

Know Us

ETTI Export Import Management Institute™ (ETTI-Since 1987) is an organization, committed to providing quality training and expertise to those who seek a Career in Export Import / Shipping / Logistics or wanted to start Own Export-Import Business.

Since the Indian Government is gearing its efforts towards a major jump in the Export Trade, Trained personnel in Export-Import Management will be in high demand.

With extensive track record in providing training, ETTI is equipped to meet the need for well trained and experienced international trade professionals.

The founder of ETTI is shri Arvind Patel, who was manufacturing auto parts. While Mr. Patel was doing export business with Australia, he had to face many difficulties in exporting goods due

to lack of proper knowledge of the export business. He soon found that most members of the business community did not know the procedures and policies of the export business.

The difficulties Mr. Patel faced made him think of starting an organization that would help exporters, understand the nitty-gritty of their business. The independent venture later turned out to be a joint effort with the Small Industries Service Institute under the Union Ministry of Labour.

Since 1990, ETTI is being jointly organized with Indian Merchants' Chamber, Mumbai. Over Hundreds of batches have already passed out of the Institute and thousand of students have undergone Training. Those who have completed the course have found jobs in reputed companies in India and abroad, or started their own Export-Import Business.

SYLLABUS

1. ADVANCED CERTIFICATE IN INTERNATIONAL TRADE

(Recognized by: IMC chamber of commerce & Industry)

THE SYLLABUS COVERS GST RULES, PROCEDURES AND DOCUMENTATION

Introduction

This course is outlined for those in pursuit of better employment opportunities or independent Export- Import business. The objective of this course is to acquaint the participants with Practical knowledge, which would help them to become export-import executives or to start their own Export-import business.

ACIT Syllabus

PAPER – I - INTERNATIONAL MARKETING AND ORGANISATION BEHAVIOUR

UNIT – I

- Difference between International and Domestic market
- Impact of Globalization, Disintermediation and Liberalization on the International market.
- The International Marketing Environment
- Management Orientations in the context of International Marketing
- Forces affecting global integration and international marketing - Global Economic,
- Socio-Cultural, Political, Legal and Regulatory Environment, and Taxation.
- The Global Trade Environment - Preferential Trade Agreement - Free Trade Area – Common Market – Economic and Political Unions.

UNIT – II

- Information Technology and Management Information Systems for International Marketing.
- Global Market Segmentation, Targeting and Positioning Strategy.
- The Digital Revolution: New Products and Services.
- Global Market Entry and Expansion Strategies
- Importing, Exporting and Sourcing in the context of International Marketing

UNIT – III

- Global E-commerce
- Global Competition and National Competitive Advantage
- Balance of Payment
- Recent trends in India's Foreign Trade
- Measures to boost India's Foreign Trade
- Factors affecting World Trade - World Trade Organization (WTO), UNCTAD and ICC - Regional Economic Groupings- EU, LAFTA, NAFTA, SAFTA, SAARC, ASEAN, etc.
- Role of promotional organizations in India - Export Promotion Councils – Commodity Boards – EXIM Bank.

UNIT – IV

- Organization Behavior Management: - Definition, It's nature and scope
- Functions of Management- Planning, Staffing and
- Organization Leading and Directing, Control and Evaluation

- Conflict Management
- Human Resource Management – Planning and Development.
- Motivation - Morale and Productivity
- Stress Management - Relieving stress at work place.

PAPER II: EXPORT FINANCE AND BANKING AND EXCHANGE CONTROL REGULATIONS

Export Costing:

- Costs Concepts: Fixed, Marginal and Variable Costs
- Export Pricing, Break Even Analysis
- Cost Sheet for Exports, including Freight and Insurance, effect of GST
- Revised International Commercial Terms (INCO 2010), (INCO 2020) and (INCO 2021)
- Problems on Export Pricing
- Product and Brand Decisions
- Pricing Decisions
- Marketing Channels and Physical Distribution in the context of International Marketing.
- Global Marketing Communications decisions.
- Export Finance:
- Understanding Domestic Finance (Working Capital Finance).
- Export Finance
- Pre-Shipment and Post shipment Finance in Rupees
- Export Finance in Foreign Currency
- Scrutiny of Export Letter of Credit and Negotiation of documents under LC
- Discrepant documents
- Export credit and Guarantee Corporation (ECGC)
- Deferred Payment/Project Exports and role of Exim Bank
- Suppliers Credit/ Buyers Credit
- EXIM Bank, Its role and functions
- Factoring and Forfeiting as two international Financing options

FEMA:

- Introduction to FEMA, Authorized Dealers
- Current Account and Capital Account Transactions
- Rupee convertibility on Current/ Capital Account
- FEMA provisions regarding Exports.
- EEFC and Diamond Dollar Accounts
- Foreign Currency Accounts for Residents and Non Residents
- Exchange Rate Management:
- Exchange Rate Mechanism
- FEDAI and its Guidelines
- Derivatives, Hedging, Cover Deals Arbitrage Operations.

PAPER III: EXPORT PROCEDURE AND DOCUMENTATION

Liberalization of 1991

Understanding Liberalization, Globalization Disintermediation

Preliminaries of starting export Business

- Definition and meaning of exports
- Understanding an Export Transaction
- Various Types and categories of Exports
- Online Procedure for obtaining IEC
- Export Promotion Organizations and obtaining RCMC

Exchange Rate Mechanism:

- Basic Concepts
- Types of Foreign Currency Rates
- Foreign currency accounts of Indian banks abroad
- Nostro, Vostro and LORO

Foreign Buyer

- Various Channels available for finding Foreign Buyer
- Export sales contract, Export order, processing and Scrutiny of an Export order
- Execution of an Export Order
- Parameters/Ingredients of an Export Order

Payment Terms:

- Payment terms for settlement of export import transaction
- Letter of credit, its contents and types of LC
- Uniform Customs Procedures for Documentary Credits (UCPDC)

Documentation:

- Entire export documents. Latest changes in documentation. (Mandatory Export Documents)

Customs Clearance of Cargo meant for exports:

- Online filing of Shipping Bill and exporters declaration to RBI Marine insurance
- Understanding marine Insurance
- Types of Insurance covers
- Different types of transit Insurance Policies
- How to lodge Insurance claim

PAPER - IV - IMPORT MANAGEMENT

UNIT – I

- Importation Cycle
- Need for Imports
- Definition and meaning of Importation
- Customs Act. 1962 - Main provisions related to Exports & Imports
- Customs clearance of Imported goods, procedure and documentation
- Customs Tariff Act, 1975 - Concept of Customs Duties – Different Types of Customs Duties – Method of calculating each type of Customs Duties
- Classification of imported goods
- Valuation of Imported Goods for Customs Purpose
- Import of Samples
- Imports through post and courier

UNIT – II

- Warehousing of imported goods
- Project Imports - An Overview, Benefits, Customs Procedures and Documentations
- Investigations, Adjudications, Penal Provisions
- Baggage Rules
- Role of Customs House Agents / Customs House Brokers
- Procedures under GST for Exports - An overview of GST Laws, Options to export, Self-Sealing facility for exports, Refund of GST on exports

UNIT – III

- Import finance - Opening of Import Letter of credit - External commercial Borrowings Buyers Credit / Trade Credit - Direct and indirect Imports - Retirement of Import documents under an LC or otherwise on collection - Important FEMA provision regarding Imports.

UNIT – IV

- Factory Stuffing/ Warehouse stuffing / Sealing of Containers, clearance of goods under Bond, etc under the provisions of GST vis-a-Customs law.Imports under Duty Exemption Schemes such as Advance Authorization / DFIA Scheme and EPCG Scheme

PAPER – V - FOREIGN TRADE POLICY

- Foreign Trade Policy – An overview
- Structure of Foreign Trade Policy
- Legal Framework of Foreign Trade Policy
- General Provisions regarding Imports and Exports.
- EPCG - Export Promotion Capital Goods Scheme
- RoDTEP (Remission of Duties and Taxes on Export Products) Schemes –Overview and Benefits under the Scheme
- RoSCTL (Rebate of State and Central Taxes and Levies) Scheme – Overview and Benefits under the Scheme
- Duty Exemption and Duty Remission Schemes – Advance Authorization and DFIA (Duty Free Import Authorization) Scheme
- Export Oriented Units (EOU).Scheme
- Deemed Exports
- Exim Policy and Procedures
- Quality complaints and Trade Disputes

Paper VI: FOREIGN TRADE LOGISTICS

- Localization to Globalization
- Nature, Role & Scope of Logistics
- Logistics & Supply Chain Management Relationship
- Export Logistics Planning
- Export Logistics Procedure-Inbound Logistics, Shipping Logistics & Outbound Logistics
- Pre-Shipment Stage, Shipment Stage & Post Shipment Stage
- Cost & Time Benefit Analysis of Dock Stuffing, Factory Stuffing & ICD
- Choice of Mode of Transport
- Factors affecting Transport Cost
- Modes & Means of Transport
- Global Commercial Geography
- World Ocean Routes
- Types of Maritime Cargo
- Types of Ships & Types of Containers
- Leasing of Containers
- Advantages of Containerization
- Multimodal Transport Operator (MTO)
- Shipping Services-Liner & Tramp
- Types of Charter Party & Clauses
- Incoterms 2020
- Concept of 3 PL & 4 PL
- Role of Information Technology (IT) in Logistics & Shipping
- Role of Block chain & Artificial Intelligence in Logistics
- Customer Expectations related to Logistical Performance

2. ADVANCED CERTIFICATE IN LOGISTICS & SUPPLY CHAIN

(Recog. By IMC chamber of commerce & Industry)

THE SYLLABUS COVERS GST RULES, PROCEDURES AND DOCUMENTATION

ABOUT THE COURSE:

This course is developed to meet the need. Designed to develop the skills of professionals, from all links of International Trade Supply Chain, like Traders, Third Party Logistics Service Providers (3PLSP), Transporters / Carriers, Multimodal Transport Operators, Warehouse Operator, Container Freight Station Operator, Inland Container Depot Operator etc. It is also an ideal introduction to the International Trade Supply Chain for fresh graduates from Universities desiring specialization in this subject. It is a valuable training tool for those with experience who wish to refresh their knowledge and increase their understanding of new development on an international level. Advanced Certificate in Logistics & Supply Chain course offers a comprehensive overview to all links in International Trade Supply Chain, stretching participant's mind with new ideas and insight. Informative, challenging and focused, the course is suitable for all types of professionals in the field of International Trade, whatever their area of expertise. It is a must for anyone who seeks to complement their career with a complete and detailed understanding of the International Trade Logistics world.

ACLSC Syllabus

PAPER I: LOGISTICS & SUPPLY CHAIN MANAGEMENT

- Nature, Role and Scope of Logistics
- Logistics and Supply Chain Management Relationship
- Export Logistics Planning
- Export Logistics Procedure-Inbound Logistics, Shipping Logistics and Outbound Logistics
- Pre-Shipment Stage, Shipment Stage and Post Shipment Stage
- Cost and Time Benefit Analysis of Dock Stuffing, Factory Stuffing and ICD
- Integrated Logistics system,
- Matching Supply and Demand, Demand Management and Planning
- Supply Chain Strategies
- Concepts of 3 PL and 4 PL
- Procurement Management and Outsourcing
- Contract Management
- Distribution Management
- Supplier Relationship Management (SRM) and Customer Relationship Management (CRM)
- Green Logistics
- Role of Block chain and Artificial Intelligence in Logistics
- Role of Freight Forwarders/CHA's
- Freight Calculations - weight or Volume basis

PAPER II: WAREHOUSING INTRODUCTION TO WAREHOUSING ANAGEMENT

- Objectives of warehousing
- The modern warehouse
- The warehousing cycle
- Problems and challenges in warehousing
- Customer service in warehousing
- Knowing what is inside the warehouse
- Knowing how much is inside the warehouse
- The layout of the warehouse
- Size and shape of the warehouse

- Storage utilization and organization
- Dealing with staff-related warehousing issues
- Key roles of the warehouse manager
- Staff management issues
- Corrective guidance techniques
- Qualities of a good warehouse employee
- The motivation of warehouse employees
- Safety in the warehouse
- Identifying safety hazards
- Unsafe acts and conditions
- Causes of damage
- Planning for safety
- Productivity and audit of a warehouse
- Definition of productivity
- Causes of lost time
- Warehousing key performance indicators
- Objectives of the warehouse audit and its components, Follow up of Audit Reports

PAPER III: TRANSPORTATION INFRASTRUCTURE

- Localization to Globalization
- Significance of Transportation in International Trade
- Choice of the Mode of Transport
- Factors influencing Transport Cost
- Modes and Means of Transport
- Global Commercial Geography
- World Ocean Routes
- Types of Maritime Cargo
- Types of Ships and Types of Containers
- Types of Container Leasing
- Advantages of Containerization
- Parameters of Selecting Shipping Line
- Multimodal Transport
- Types of Shipping Services- Liner and Tramp
- Charter Party- Types and Clauses
- Break Bulk Shipment Handling
- Transportation Planning, Route Planning and Load Planning
- International Ocean Transportation
- Types of Services -- Size of vessels -- Types of Vessels NVOCC.
- International Air Transportation
- Types of Air Crafts - International Regulations
- Transportation - various agencies involved in export -import cargo clearance- project cargo clearance

PAPER IV: BUSINESS FINANCE AND INVENTORY MANAGEMENT

Part-I BUSINESS FINANCE

- Financial statements, their interpretations and Analysis
- Important Accounting Ratios
- Bank Finance, Term Loan and Working Capital Finance
- Sources / Uses of Funds (Fund flow analysis)
- Working Capital Management
- Concept of Business Operating Cycle
- Cost Concepts (Break-even analysis)

PART-II INVENTORY MANAGEMENT

Concept of Management (Theories given by F.W. Taylor, Henry Fayol, Luther Gullick, Peter Drucker and Michael Porter) and integrating Management concepts in Inventory Management.

- Definition of Inventory Management & its Importance
- Inventory Control and Types of Inventory
- Inventory Valuation FIFO, LIFO etc.
- Various ratios in Inventory Management
- Logistics and Combined Transport Document
- Stock Verification
- EOQ models
- Selective Inventories - ABC, XYZ, VED, ...
- Manufacturing Systems
- MRP, JIT, MRP II
- Lean Manufacturing

PAPER V: SHIPPING & LOGISTICS-STATUTES AND OBLIGATION

- Introduction Marine Insurance Act, 1963
- Export Quality Control Inspection Act, 1963
- Foreign Trade Development and Regulation Act, 1992 (93)
- GST/SGST/CGST/IGST/Duty Drawback SEZ Act, 2005
- Multi Modal Transport Act, 1993
- Major Port Act, 1963
- Indian customs Act, 1962
- Customs Tariff Act, 1975
- FEMA, 1999 and Exchange Control Regulation
- Exchange Rate Mechanism
- Negotiable Instrument Act
- Sale of Goods Act
- Transfer of Property Act
- Terms of Trade OR INCO terms

International Commercial Documents

- Invoices and packaging list, Certificate of origin, Inspection, Test Certificate etc.
- EDI systems, Tax Invoice under GST -SGST-IGST-GSTMarine Insurance
- Applicable to Air Freight -Sea Freight-Rails & Road - ourierMarine
- Risks coverage, how to calculate insurance premium, Settlement of Claims
- Under Marine, war, Marine Insurance premium - LCL and FCL
- Difference between Foreign Insurance company and Domestic Insurance
- Company, Role of Surveyors and claim settlement mechanism. Packaging for Export and Import
- Hazardous Cargo - Refrigerated Goods - Export packaging and labelling

Customs Clearance

Filing of Shipping Bill under EDI system

- Import Duty calculations --GST rate -- Tariff and Non -Tariff Barrier
- Foreign Trade Zones at Seaport - CFS- ICD- LCD- Airport - various Equipment etc

EXPORT WHY? WHAT? WHERE ? & HOW?

Export for better career opportunity

1. What is Exports?

Trading in goods and services between two countries and earning forex (Foreign Exchange), in a legal way.

2. Who can Export?

Any organisation, small or medium manufacturers, distributors, after taking an Import- Export Code Number (IEC No.), who has spare capacity to manufacture more quantity.

3. What to Export?

Anything under the Sun, i.e. water, air agriculture product, oil, soaps, Plastic, paper, pen, music cassettes, garments, chemicals, dyes, gold, soil, hair, fruits, juices, handicrafts, handlooms to name few and services etc.

4. Why to Export?

To increase sales & profit.

With globalization and increase in foreign goods it has become difficult for Indian industries to survive in competitive market. Hence Export is the must for the industries to survive. To make seasonal advantage of market. India being a country blessed with natural resources and competent personnel, we should take advantage of the situation by going for Exports.

To earn Foreign Exchange.

Export is the medium by which our country can earn Forex which is the need of the day.

To earn Credibility & Reputation.

To take Govt incentives offered to exports. Exporters are entitled to various incentives under various schemes in our country. To avail of these incentives an in-depth knowledge of the schemes available and formalities to be followed is necessary. This not only gives good profit it also improves quality of products and reputation as exporter. It also saves from recession in Domestic Markets.

5. Where to Export?

Australia, U.K, U.S.A, Singapore, Bangladesh, Dubai, Malaysia, Mauritius, Portugal, Panama, Indonesia, Saudi Arabia and all over the world. One can select the market based on the products.

6. How to Export/Import OR work with Export-Import, Shipping-Logistics Companies?

Please Contact: ETTI EXPORT IMPORT MANAGEMENT INSTITUTE™

Jeejeebhoy Estate, Ram Mandir Road, Near Amar Business centre, Goregaon (W), Mumbai- 400104.

Tel.: 022 4003 3529 / 2676 3529 / 2676 4049

Mob.: 9821485931

E-mail: etti1987@yahoo.com / admin@ettintl.com

Website: www.ettintl.com



SILENT FEATURES

1. Eminent & Experienced Faculty.
2. Convenient Venue for Lectures.
3. Comfortable Environment.
4. Printed Study Materials.
5. Regular Assessments of Participants and Faculty.
6. Library Facility.
7. Personal Guidance and Care, during and after course completion.
8. Suitable Timing.
9. 100% free Placement Assistance.
10. Successfully completed several Batches, since 1987.
11. Visits to Ports.
12. Part Time / Correspondence Courses available.
13. Internship

ELIGIBILITY

- Minimum HSC passed or appear for HSC exam
- Reasonable control over English.

CLASSROOMS

The classrooms are well equipped with OHP, Screen, writing Board, Good seating arrangements.

FINAL EXAMINATION & CENTRES

Final Examination are conducted by Commercial Examination Board IMC chambers of commerce & Industry twice in a year i.e. May-June & November-December.

IMC Registration-Examination form will be available either of office of the Institute or attendance venue.

The Commercial Examination Board will announce the date of receiving such application for the registration. Candidates should fill up the Examination application form at least two months before the date of the examination, indicating their registration number. The final program the dates, times and venue of the examination will be announced two weeks prior to the scheduled date of examination.

Centre

At present the Examination are held at **Mumbai & Delhi***.

Hello Guys,

ACHIEVERS

I had completed my graduation from Mithibai college situated in Mumbai. Simultaneously I had done import export course from **ETTI Export Import Management Institute**. The course gives me great knowledge

about the foreign trade and all the teachers are very helpful. I had started my venture in January 2019 named **"M/s. Chousar Global Trade Pvt Ltd.**, incorporated in Bhilwara (Raj) In this business.

Yours faithfully
Soumya Ajmera
Bhilwara (Rajasthan)



To,
ETTI EXPORT IMPORT MANAGEMENT INSTITUTE

Dear Sir,
I am selected in **M/s. Cipla Ltd.** Company and offered me a Salary of Rs. 2.10 Lacs P.A.
I passed Adv.Cer. in Foreign Trade Exam, by **1st Class** (SEAT No. III)
Thanking you,
Regards,
Ganesh Bhatade

I Rahul Ghorpade, took admission in **ETTI for Export Import Management Course**. All the faculty's teaching & guidance helped me a lot. And I also appreciate the placement support extended by the Institute, through which I got a job in **M/s. SPAK ESTERS PVT LTD.**

I am very much thankful to the institute for support as well as your guidance.



Thanks & Regards
Rahul Ghorpade.

My name is Ashwathy.

I am currently pursuing post-graduation.

I had taken admission in ETTI in 2020 & after the completion of the course I got a job through ETTI Institute. Well experienced faculties and the staffs are friendly and a big thanks to Karthik sir Karthik sir for giving me such opportunity in **"M/s. Viraj Profiles"** & being there whenever I needed help.



Thank you & Regards
Ashwathy Ashokan

To,
ETTI Export Import Management Institute

Dear Sir,
Hope you are doing fine.
Its been long since I had a word with you.
I have completed my Export-Import Management through Institute ETTI Export Import Management Institute. I first got a job through in **M/s. Sohil Impex** for a salary of Rs. 10,000/- per month and then further opportunity to work in a LTD company **"M/s. The Paper Products Ltd."** wherein I had joined as "Sales Officer" and today I am **"Deputy Manager-International Marketing"** earning a package of **14 lac's P.A.** I would therefore sincerely like to thank **ETTI Export Import Management Institute** which had completely changed my entire life by providing me good education in Export-Import Management and further giving me a opportunity to work in reputed organization.
Today, I could see further growth and development for my future and all thanks to the entire Faculties for providing a good knowledge.

Once, again many thanks to the ETTI Export Import Management Institute.

With Best Regards
Sachin Gupta
Deputy Manager
International Business Division
Hutamaki-PPL

Myself Mehul Dholakiya has completed my course in "Advance Certificate in International Trade" in 2021 batch. This letter is for intimation that I have been placed after my exam in **"M.s. MPRS Shipping & Logistics"**. I would like to thank Mr. Karthik for all your help and support.



Thank you
Mehul Dholakiya






ABOUT FACULTIES

They are having well over 15 to 20 years of working experience, are dedicated and have love for teaching. They are always ready to explain to our participants anytime during and after courses are over. They are executives, consultants, manager working with different Multinational/Multicror Blue Chip Companies. They are practically involved in day-to-day working in the related field; they explain you with latest information and examples.

It is our inability to give more details about our faculties, on account of certain constrains. You may talk to us if you need more information.

ACHIEVEMENTS OF OUR STUDENTS

Exam are Conducted by IMC Chamber of Commerce & Industry

CANDIDATE NAME	YEAR	PRIZE AMOUNT	PRIZE	RANK		NAME OF INSTITUTE
Ms. Unnati Pares Shah	2023	500	Shri Ratilal M Gandhi	1 ST RANK ALL OVER INDIA		ETTI EXPORT IMPORT MANAGEMENT INSTITUTE
Mr. Akshita Jain	2022	500	Shri Ratilal M Gandhi	1 ST RANK ALL OVER INDIA		ETTI EXPORT IMPORT MANAGEMENT INSTITUTE
Ms. Tanvi Shailesh Chavan	2021	500	Shri Ratilal M Gandhi	1 ST RANK ALL OVER INDIA		ETTI EXPORT IMPORT MANAGEMENT INSTITUTE
Ms. Dipak Dilip Rao Magar	2020	500	Shri Ratilal M Gandhi	1 ST RANK ALL OVER INDIA		ETTI EXPORT IMPORT MANAGEMENT INSTITUTE
Ms. Nishigandha Tanaji Pawar	2019	500	Shri Vallabhdas V Mariwala	1 ST RANK ALL OVER INDIA		ETTI EXPORT IMPORT MANAGEMENT INSTITUTE

FOR BUSINESS

THERE ARE NUMBER OF BUSINESS OPPORTUNITY FOR THE CANDIDATES AFTER OR DURING THE COURSE. INSTITUTE WILL ASSIST & GUIDE FOR THE STUDENTS INTRESTED IN STARTING THEIR OWN BUSINESS IN THE FOLLOWING SECTORS: - EXPORT, IMPORT, CHA, LOGISTICS, FREIGHT FORWARDING, WAREHOUSE, CONSULTANCY FORUM, ETC.

PLACEMENT ASSISTANCE

AFTER COMPLETING THE COURSE MULTIPLE OPPORTUNITIES FOR JOBS (AREAS ARE)

1. Export Executive/ Manager
2. Import Executive/ Manager
3. Logistic Executive
4. Operation Executive / Manager
5. International Business Development Executive
6. Under CHA / FF
7. Export Finance Department / Forex Department / Banks /
8. Cargo Department by Air & Sea,
9. Warehouses
10. Sea freight coordinator etc.

(For your information more than 26000 Companies Located in Mumbai, Navi Mumbai, Thane)

With sound knowledge of Export - Import, job prospects are relatively excellent, challenging and gives scope for being global and arrange participate in world affairs. ETTI Export Import Management Institute has a placement division to serve the successful participants in securing proper jobs in particular and arrange interviews after passing.

CAREER OPPORTUNITIES IN FOLLOWING FIRM (JOB)

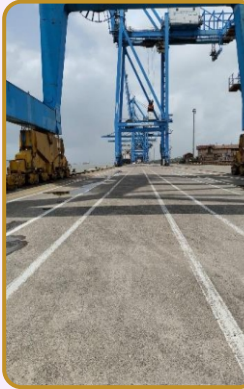
- Export Company
- Import Company
- Freight Forwarder
- Custom House Agent (CHA)
- Logistic Company
- Shipping Company
- Warehouse
- Export Promotion Council (EPC)

FUTURE SCOPE IN DESIGNATION / JOB ROLE

- Export Manager
- Import Manager
- Export Executive
- Import Executive
- Export Documentation
- International Marketing
- Logistics Executive
- Shipping Operation Executive
- Export Assistance
- Exim Trainee
- Export Sales
- Export Banking & Finance
- Import In-charge
- Import Analyst
- International Purchase
- Logistics Manager
- International Supplies Logistics Manager
- Operations Executive
- Custom Officer
- Forex



etc.....



Frequently Asked Questions (FAQ)

Q.1 I am undergraduate, can I join this Advanced Certificate in Foreign Trade (export/import management)/Advanced Certificate in Shipping & Logistics course?

ANS. Yes, if you have passed 12th std. you can join this course, as per the eligibility criteria.

Q.2 After taking admission, if I missed any lectures, can I attend same lectures in other batch / Branch?

ANS. Yes, for any reasons (personal / official) if you missed the lecture, you can attend the same lectures in other batches, not only attend missed lectures, after attending all the subjects, if you have doubts in one subject, you can repeat one subject (within one year after completing the course) without any cost, with prior approval from Institute.

Q.3 What are the job opportunities in this field?

ANS. This is career oriented course, specifically for the export/import/Shipping/Logistics. There is always shortage of well-trained people in this field. This course gives more in-depth knowledge in the area of Selecting products and selecting the overseas market, marketing methods, documentation, finance, insurance/Shipping as well as Logistics.

Q.4 Do you provide any assistance/help in getting job in this field?

ANS. Yes we have Placement division, which offers you assistance/help in getting job in the field related to export/import/Shipping/Logistics or in export/import organizations.

Normally on clearing exam, you will be sent for practical training with proper stipend/salary to any export/import organization, possibly with reference to your educational/work experience. Usually you are absorbed there in the same organization on regular basis as per the terms and conditions of the employer.

Q.5 what is salary offered after completion of training program?

ANS. It varies from Rs. 12,000/- to Rs. 18,000/- for fresher depending upon your skills.

We have participants who are paid over Rs. 22,000/- and Rs. 1,20,000/- depending upon your skill level and experience if any.

Q.6 Do you assist us in preparing for interview?

ANS. You have to undergo a resume preparation and interview skills session. It is paid program.

Q.7 I am working with an export company, do I get any benefit if I join this course?

ANS. There are always some amendments, changes in the policy and lot of notifications. It is good for you to update your knowledge to perform better in your field. Our faculties are practicing consultants, or top notch executives in their fields and they are always prepared to help you to enhance your knowledge. Relative job prospects also improve.

Q.8 What are the duration of courses?

ANS. It is 3 to 4 months on alternate day during week-days, and 6 to 7 months for only Sundays.

Number of hours & syllabus remains same.

Q.9 You have library facility?

ANS. Yes, library is equipped with lots of books pertaining to export/import. Magazines, project reports are available for reference. You can make use of library during working hours on week days (10.30 a.m to 5.30 p.m) This service is available free of charge.

We also have photocopy facility. This service is on payment basis.

Q.10 Who conducts Exams and who issues the certificate?

ANS. After completions the course. IMC exam is held twice in a year. Once in May/June and now December. Upon clearing this exam, IMC will award Advanced Certificate.

Q.11 Do you provide study material?

ANS. Yes. It is our specialty. Our study material is designed, developed and updated by our faculty on regular basis. They are always updated as and when there is change in policy, amendments or deletion takes place. This is to ensure you to get most updated knowledge. It is not for sale. It is for private circulation for our participants only. They are available before commencement of subject session.

Q.12 For any reason if I am unable to attend particular lecture or I did not understand particular topic, is it possible for me to attend the same topic again at other venue?

ANS. Yes. You have to take the permission from the coordinator to attend particular lecture. You will be allowed subject to availability of seat in the class room.

Q.13 Do we get clarifications/ information if we need during course?

ANS. Yes, in case there is any difficulties or need clarifications you can directly talk to the faculty. Our faculties are dedicated and have interest in imparting knowledge to the students.

Q.14 Which are the different venues where classes are held?

Classes are conducted at:

**Dadar: 1. DR. ANTONIO D'SILVA SCHOOL
2. INDIAN EDUCATION SOCIETY (IES) NABAR GURUJI
Near Kabootarkhana, Near Railway Station,
Dadar (West), Mumbai. Timing of classes are 10.00 am
to 1.00P.M. Only on Sundays.**

**Churchgate: Jai Hind College, 2nd Floor, Opp.
Churchgate Stations on the west side.**

Timing: 6.30 pm to 8.30 pm

(Mon, Wed & Friday)

**Andheri (W): Fidai Academy, Opp. BEST bus
stand, S.V. Road. Timing : 6.45 P.M to 8.45 P.M**

(Mon, Wed & Friday's)

**Thane (W): M.H. High School, Opp. Kalyan Jewellers, Nr.
Rly. Station, Thane (W)-400 602**

Only Sunday - 10.00 am to 1.00 pm

Q.15 Do you organize visits to export related organizations?

ANS. Yes. We do organize visits to JNPT, Nava Seva Port, Bombay port, ECGC, some exporting organizations & Indian Institute of Packaging etc. Visits are paid. Cost depends upon prevailing expenses at the time of visits.

This visits are organized with the intention of making you aware of different varieties of containers, and how loading/unloading of goods take place.

Q. 16 Do you help us in preparing for final exam?

ANS. Yes, your preparation starts from the time you clear your internal tests. Over and above you are given question bank to complete as home assignment.

