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**Career objective**

I am looking forward to join a progressive company where I can use my ability to the maximum. I am sure that I can perform at a level of perfection which will reflect my deep conviction to quality and give utmost satisfaction to my superior. My Core Competencies are:

* Excellent interpersonal skills.
* Comfortable in interacting with multiple levels of organizations
* Achievement oriented with ability to work under pressure.
* Proficient in computer & Internet usage.
* Self-motivate with ability to complete any given task efficiently with minimum supervision.

**Personal**

* Excellent interpersonal, communication and analytical skills.
* Capable of working under pressure.
* Self-driven, hardworking and Quick Learner.
* Positive attitude towards learning new things and Computer savvy

**Educational Summary**

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* **Post Graduate Diploma in Shipping Management** from NMIS (Govt. of India) in the year 2015.
* **Bachelor of Commerce** from Mumbai university in the year 2013
* Passed**H.S.C.** From **CBSE BOARD**  With Marks (74.40%)- June,2010)
* Passed **S.S.C.** From **CBSE BOARD**  With First Class Marks (70 % - 2008)

**Work experience**

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1. Company : **Maersk Global Services Centre Pvt. Ltd** (**India**)

Designation **Associate**

Duration 26.March 2014 – 31.December 2015

**Job profile:**

* Responsible for ensuring accuracy and data quality.
* Responsible for Preparing Daily / Weekly reports.
* Knowledge of V-look UP , Pivot table, Data validation and Excel.
* Responsible for working with Customer Service and sales team to assist in resolving issues related to order fulfillment and shipping.
* Sending invoices and notification to the customers and involving in live chats with them
* Analyze of shipments and find out the root cause
* Providing training to new employees.
* Coordination with sales and CS department
* Updating the BAS charge and other surcharges incurred on the containers on Contract basis
* Applying the correct price to the bookings, where the bookings are not intentionally meant to go on Tariff, before the last container gated in and an invoice is generated.
* Ensuring the targets are met with respect to productivity, accuracy and timeliness

1. **Company** **S.M.B ENTERPRISES PVT. LTD .**

**Designation** : Accountant

**Duration** : 19.march.2013 – 5.feb 2014

Job profile:

* To Maintain Customer focus at all times and respond to customers’ enquiries (e- mails, phone) using the Best Practice guidelines.
* Mentoring and developing new staff to meet customer service requirements.
* Adhered to strict schedule adherence to achieve the required sales and to assist customers and solving their queries.

**Certification**

* Microsoft office
* Tally
* Internet operating

**Personal Information**

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* Date of Birth : September 17, 1991
* Nationality : Indian
* Language : English, Hindi, Gujrati (Read, Write)
* Nationality : Indian
* Marital status : Single