# Nivedita

# [Nivedita.275921@2freemail.com](mailto:Nivedita.275921@2freemail.com)

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**Objective:**

To succeed in an environment of growth and excellence, which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

**WorkingExperience:**

Present company : **OIL AND GAS** Dubai

Designation : Project Coordinator

Experience : From 2015 March -25th till now

**CURRENT EXPERIENCE IN JAS PROJECT OIL AND GAS**

* Document and monitor business processes, business rules, metrics and standard operating procedures as a result of standardization project / initiatives
* Planning / Booking / Transportation orders
* Coordination/follow up of the shipment
* Documentation/administration/invoicing/filing
* Cooperation with approved subcontractors in accordance with agreed rates
* Ensure that the use of these products optimise the service to customers
* Providing all required back up support.
* Export from JEBEL ALI/ABU DHABI and OVERSEAS as well as
* Coordination with CUSTOMERS.
* Ensuring spirit of contract and shipment terms are in line with the shipments.
* Generate report for all the packages awarded IE packages including status report

**ROLES AND RESPONSIBILITIES IN JAS PROJECT OIL & GAS**

* Ensure Correct Documentation For Import And Export According To National Rules And Regulations
* Ensure Timely Delivery Of Documents To Destinations To Avoid Demurrages And/Or Other Additional Costs.
* Tracking Of Container Movement.
* Tracking Shipments and Reporting To Destination, Management, and Network Shipping Changes or Delays.
* Maintain And Update Filing Systems For Swift And Easy Retrieval Of Information
* Ensure all files are billed properly on correct time according to contract rate
* According to terms of shipment each shipment is handled.
* Ensure to process documentation according to terms of shipment
* Ensure to check all containers are included in load list.
* Ensure to get invoice
* Coordinating with shipper.
* Ensure to get THC & BL charges
* For DG cargo have to get special approval from liner.

From 2011 JULY to 2015 March 13th : **LINE**

Designation : Associate Liner

**PREVIOUS EXPERIENCE IN MAERSK**

Have experience under **TWO** teams

**Team 1 ----- > CAPACITY PRE-PLANNING Worked from 27th July 2011 till 2014 31 Jan.**

Capacity Preplanning is nothing but Vessel preplanning according to the capacity of the vessel it can hold. We plan the containers according to the priority it’s given and according to customers need.

**Team 2 ------>TANJUN PEPPLES TERMINAL (MYTPP) working from 1 Feb 2014 till 2015 March 13th.**

We give the number of 40 or 20 containers to be loaded from MYTPP terminal & number of containers to be discharged from vessel in terminal including our partners. Which is very risky job as we miss out any container it won’t be loaded or discharged.

* The reason I was changed to Team 2 is as am quick learner and perfect in handling in all tasks.

**ROLES AND RESPONSIBILITIES IN MAERSK**

* Working experience in IBM’s Mainframe Software.
* Handled the SOUTH EAST & WEST Africa (AFR) region.
* Ensure SOP, WTW, Task list etc are updated and all staffs are aware of same.
* Preplanning the capacity for vessel.
* Checking availability of future vessel for containers as per customer needs.
* Checking the availability of container space in vessel
* Ensuring all containers list given to the terminal to be discharged or load.
* Ensuring the dangerous cargo containers are having proper certificate.
* Ensuring Reefer container is given proper temperature it should be kept at.

**Achievements:**

3 TIMES Top performer of the Month in Maersk

Appreciation letter from NATIONAL CONTRACTING CO LIMITED for provide best service.

**Software Skills:**

Operating system: windows xp, vista

Computer skill : MS Office (Good knowledge in excel), Mainframe (IBM), outlook,C2C, C1,

JWS and internet etc.

**Educational Qualifications:**

**B.com (Accounting & Finance)**Batch (2008-2011),Dr. MGR Janaki College Chennai.

**HSC** in Lady’s Siva Swami Girls Higher Secondary,Batch(2006-2008), Chennai

**SSLC** in Lady’s Siva Swami Girls Higher Secondary, Batch (2005-2006), Chennai