KEWAL

KEWAL.339090@2freemail.com

**Professional Profile**

A hard-working, aspiring and organized individual.

Exposed to the world of shipping right after my graduation and having stayed in different markets and countries, I have acquired multifarious knowledge from my past work profiles and it helped me to develop my professional background.

**PROFESSIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Operations Analyst - **DA-Desk FZ LLC,** Dubai, U.A.E | [June’14 – Till date] |  |
|  |  |  |  |  |  |
|  |  |  | Research and Analysis with query resolution. |  |  |
|  |  |  | Process handling and development. [FDA Overdue] |  |  |
|  | **Roles &** |  |  | Strategy Construction. |  |  |
|  |  | Co-ordination with shipping agencies worldwide. |  |  |
|  | **Responsibilities** |  |  |  |
|  |  | Timely action to emails. |  |  |
|  |  |  |  |  |
|  |  |  | DHL & TNT prepaid accounts of company [handling end to end] |  |
|  |  |  |  | Excel Reports. |  |  |
|  |  |  |  |  |  |
| Logistics Executive (Operations) - **Greenwich Meridian Logistics Pvt. Ltd.,** Mumbai | [Aug’ 13 – Apr’14] |  |

**Roles &**

**Responsibilities**

Container position notification through E-freight System. Update amendments in E-freight System.

Container booking in E-freight system.

Timely status provision for containers to customers. Handling trans-shipment customers.

Container tracking with Liner companies till destination. Customer query resolution.

Disbursement Executive - **M/s. Atlantic Shipping Pvt. Ltd.**, Mumbai [Dec’ 11 – Dec’ 12]

**Roles &**

**Responsibilities**

Preparing Proforma Disbursement Accounts as per CP terms [PDA]. Handling pre-funding of PDA remittances.

Preparing Final Disbursements Accounts as per CP terms [FDA]. Final settlement and file closure.

Person-In-Charge of Husbandry services for all the branches of company in India

Co-ordination and planning between clients and branch offices/operations for smooth execution of husbandry services.

**PROJECTS**

Soft Upload Project at **DA-Desk FZ LLC**, Dubai, U.A.E

|  |  |  |
| --- | --- | --- |
|  | Worked under practicing Adv. Mrs. Yashashree Naik at her Law firm assisting her in |  |
|  | various court matters. [2 years] |  |
| **Internship** | Also, prepared court papers and legal documents as per requirements from |  |
|  |  |
|  | clients/court. |  |
|  |  |  |

**POSITIONS OF RESPONSIBILITY**

|  |  |
| --- | --- |
| Person-in-Charge of Husbandry services for all the branches of company in India at |  |
| **Roles** | M/s. Atlantic Shipping Pvt. Ltd. [Dec’ 11 – Dec’ 12] |  |
|  |  |
| **ACADEMIC PROFILE** |  |  |

|  |  |  |
| --- | --- | --- |
| **B. Com** | Thakur College of Science and Commerce, Mumbai | 2010-11 |
| **Class XII** | Thakur College of Science and Commerce, Mumbai | 2007-08 |
| **Class X** | St. Lawrence High School | 2005-06 |

**INTERESTS**

 Writing | Cooking | Dancing | Ardent Fan of Music & Movies |

**SKILLS & COMPETENCES**



**Self-Driven**

**Team Work**

**Project Management**

**IT Skills**



**Client Servicing**

**Organizational Skills**

**Communication**

**Strategy Building**

**0** **0.5** **1** **1.5** **2** **2.5** **3** **3.5** **4** **4.5** **5**