**Resume for shipping & Logistics :**

**Manju**

[**Manju.362568@2freemail.com**](mailto:Manju.362568@2freemail.com)

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| **Objective:** |
| Objective to secure a challenging position, which will utilize proven skills and offer opportunity for increased responsibility. |

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| **Professional Profile:** |
| A conscientious reliable and hardworking professional with excellent interpersonal and time management skills. Seeking further training and experience in corporate while working towards a career. |

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| **Education:** | | | |
| **Degree** | **University** |  |  |
| **Bcom** | Kerala University, Trivandrum. |  |  |
| **Pree Degree** | Kerala University, Trivandrum. |  |  |
| **S.S.L.C.** | Kerala University, Trivandrum. |  |  |
| **Computer Knowledge** | Ms office, Excel, outlook, internet& e-mail |  |  |

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| **Computer Skills:** |
| Windows XP/7,  MS Office, MS Outlook  Internet, Mail etc. |

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| **Experience:** |
| **Overall 9 + Years Experience as an Office Assistant** |
| 1. **Import & Export Senior Assistant:** (since last 5 year)   Maritime Freight & Allied Services Pvt Ltd, Gandhidham.  Responsible for day to day office work, prepare Bill of Entry, Shipping Bill, preparing commercial invoice, prepare Bill of Lading draft to line and preparing daily reports, documentation, prepare EDI IGM & EGM, IAL & EAL etc.  **2) FORWARDING: Collect rate from the different shipping line & quote to the customers, submit B/L draft to line & releasing B/L.** |
| 1. **Import & Export junior Assistant:** (4 years)   Act group of companies  prepare Bill of Entry & documentation |
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| **Personal Details :** | |
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| City: | Gandhidham. |
| State: | Gujarat |
| Country: | India |
| Nationality: | Indian |