**Sowmya - Logistics and Supply Chain Administrator**

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# EDUCATIONAL QUALIFICATIONS

## Masters in Business Administrations (Specialization in Marketing and Operations) July’ 2015

Amity University, Dubai Campus

## Bachelors in Business Administration (With specialization in International Business) June’ 2012

PSGR Krishnammal College for women, Bharathiar University, Coimbatore, India

# SUMMARY

I have a Masters degree in Business Administration, with specialized knowledge in shipping and logistics industry. I have 5 years of working experience in various areas like market analysis, customer service and finance. During this period I have worked with leading clients like Gulf Polymers Distribution Company, Qatar Chemicals and Tilda International. I am aspiring for a challenging position in the field of Logistics and Supply Chain in a reputed organization, where not only I could contribute energetically and efficiently to the growth of the organization but also enhance my personal growth.

# WORK EXPERIENCE

**Transworld Group of Companies - Balaji Shipping Lines FZCO, Dubai, U.A.E**

**Assistant-Liner Services (August 2012-May 2017)**

The Transworld Group of Companies was established in 1977 as a shipping agency in Bombay. Now, the group has diversified into a multi-faceted Shipping and Logistics conglomerate. The activities of the group include: Ship Owning (Container & Bulk Carriers), Feeder services, Non Vessel Owning Container Carrier (NVOCC), Logistics, Freight Forwarding and Supply Chain Management, Ship Management and Shipping Agencies.

During my five year tenure at this company I was involved in various aspects of decision making, market analysis, including customer service, export/ import documentation and finance. My responsibilities included preparation of statistical reports for decision making and market analysis, preparing export and import documents for shipping, such as delivering Bills of Lading and Delivery Orders based upon customer requirements. Besides that, I have also had an experience in accounts receivable department, wherein I have had an opportunity to work with customers like Gulf Polymers Distribution Company, Qatar Chemicals and Tilda International. At times, my role also extended in assisting during ISO audits.

**Responsibilities**

## Commercial

* Updating of vessel schedules; sending them to various customers and agents
* Documentation for Due Diligence
* Dealing with Feedback Forms collection from Agents and Customers.
* Managing BSL Comm. Live Chat. (Attend queries received from customers)
* Rate Approvals and Target updates
* Preparation of statistics reports and market analysis for management presentation.
* Active involvement in ISO Audits.

## Export Import documentation

* Export documentation preparation, by preparing and surrendering the Bills of Lading
* Expertise in freight forwarding that includes preparing Exchange letters, so as to enable customers to get third party Delivery Orders. Responsible to issue exchange letter, with Master and House Bill of Lading copies to customers.
* Releasing the third party delivery orders against payment to the customer.
* Arranging delivery of key documents including Bill of Lading and Delivery order.
* Dispatching of couriers and documents, maintaining transmittal records.
* Efficient management of Customers.

## Finance

* Invoicing on daily basis, checking and preparation of Statement of Accounts for Corporate clients (GPDC and Qatar Chemicals).
* Validation and forwarding of Invoices in coordination with the back office team
* Reconciliation of the payment advice statement from the customer with that of the bank statement.
* Updating the statement of Accounts.
* Verification and reconciliation of statement of accounts from agents.
* Assisted in the completion of external financial audits for principal and agent organizations for the financial year 2017-18.

# INTERNSHIP

**Henkel Polybit Industries Ltd, Umm Al Quwain, U.A.E**

**Internship (May 2011)**

Henkel operates worldwide with leading brands and technologies in three business areas: Laundry & Home Care, Cosmetics and Personal Care and Adhesive Technologies. In 1986 Henkel acquired Ceresit, market leading thermal insulation and waterproofing brand, expanding its portfolio of chemical products for building and strengthening its position in Eastern Europe and also continuing its expansion to Asia, Middle East and Latin America.

As an intern my responsibilities included performing various duties that were assigned to me in various departments like credit, customer service, accounting and sales. During my internship period, I was also able to get an overall view of different types of staff functions, company policies and practices, management viewpoints, and procedures and standards of the organization.

**Responsibilities**

* Performed the assigned duties under the direct supervision of experienced personnel
* Received training in departments, such as credit, customer relations, accounting and sales
* Gained view points on staff functions, operations, management viewpoints, company policies and practices that affects each phase of business.
* Acquired knowledge of methods, procedures and standards required for performance of departmental duties by keen observation of superiors.

# ACADEMIC PROJECTS

* Project Report- Conducted Study on **India’s Export Performance of Chemicals and its Allied Products**
* Dissertation- **An Overview of E-Commerce: The Emerging Trend In Marketing**