**CURRICULUM VITAE**

# Monty

Email: [monty.383331@2freemail.com](mailto:monty.383331@2freemail.com)

**Certified** in Logistics and Supply Chain Management from Nadia Training Institute, Dubai U.A.E. The CMA CGM Group is a leading worldwide shipping group. It is a French international and multi- cultural company counting 29,000 employees in over 160 countries.

**Worked as Export Executive** for Spain Export, catering to a wide and varied international clientele. Well versed with documentation relating to **Bill of Lading**, **Shipping Instructions**, **Export Import policies and procedure**, **INCOTERMS**, **Amendment analysis process**, **Creating Customer profiles**, **Auditing** for the Quality of documentation prepared by team members.

Expert in planning, implementing, upgrading and maintaining Export procedures. Excellent knowledge of Shipping domain and Export/Import rules and regulations.

## Work Experience

**Designation: Shipping Executive/Documentation Agent** - Customer Service Dept. (September 2016 - April 2018)

## Organization: CMA CGM Shared Service Centre (Subsidiary of French Company) Responsibilities:

* Creation of **BILL OF LADING**
* Handling **Export Documentation Formalities**.
* Creating new bookings, generating and drafting bill of lading as per customer request
* Corresponding with customer via e-mails to solve queries relating to drafting of Bill of Lading.
* Interacting with **forwarder like Panalpina, DHL, Expeditors etc**.
* Complying with **Country Regulations and Rules for every country** accepted worldwide.
* **Creating customer profiles** in the system.
* Intergration of billing and **invoice process, INCOTERMS,** different customizations with different systems.
* Handling change request in **Amendment analysis process**.
* **Provided Knowldege sharing sessions** in export Documentation for Bill of lading.

## to new recruits within the company

* Providing updates and inputs to amendment team after manifest is closed
* Co-ordinating with Port of Discharge for Changes and amendments.
* **Auditor** for quality.

## Certification:

* Logistics and Supply Chain Management from Nadia Training Institute, Dubai U.A.E.
* NIIT (Certificate of Merit), Scholarship Examination 2003, Mumbai India

## Computer Literacy:

* SAP Materials Management, Mumbai India
* NIIT (Object Oriented Programming Using C++), Mumbai India
* Microsoft windows operating system, Apple iOS
* MS Office (Word, Excel, Power Point)

## Career Objective:

A dynamic, resourceful, innovative and creative individual; aspiring to work with an organization that will give me a sense of fulfillment; Looking for challenging opportunities which will enrich my knowledge, and enable me to strive towards professional excellence. A team player who ensure that the Organization goals are achieved and customer expectation are exceeded.

## Academic Qualification:

B.M.S (Bachelor management studies) : Model College 2016

H.S.C (Higher Secondary Certificate) : S.I.C.E.S. Jr. College 2009

S.S.C (Secondary School Certificate) : Fatima High School 2007

## Extra Curricular Activities

Participated in various Inter-school & college events (Football, Volleyball, Drawing)

## Hobbies / Interests

Workout, Internet Browsing, Reading about Fitness and Nutrition, Watching and reading about Soccer, Cricket, Watching movies on Sci-Fiction & Comedy, Participating in Social & Cultural Activity, Follower of Real Madrid and Barcelona Football clubs

## Personal Profile:

**Date of Birth:** 31st March 1991

**Sex:** Male

**Marital Status:** Bachelor

**Language known:** English, Hindi, Marathi

**Strengths:** Proactive, self motivated, quick learner, willing to take responsibility & hard working

## Visa Status:

3 Months U.A.E. Visit Visa

# DECLARATION:

I hereby declare that all the information provided above are true to the best of my knowledge and belief. I am ready to provide necessary supportive documents whenever required.