

# SHANTHI OBJECTIVE

To associate myself with your esteemed organization that will offer me ample opportunities and challenges in the job utilizing my education and skills. I offer my professional & personal skills and hard work towards achieving the goals of the organization.

## WORK EXPERIENCE

[**Shanthi-393180@2freemail.com**](mailto:Shanthi-393180@2freemail.com)

# EDUCATION QUALIFICATION

***MBA-LOGSITICS&SHIPPING MANAGEMENT***

*VELS UNIVERSITY – CHENNAI*

* 1. ***OM (CS)***

*HINDUSTAN COLLEGE OF ARTS AND SCIENCE CHENNAI*

## SKILLS

* + - *Documentation*
    - *Inventory Control*
    - *Shipment Management*
    - *Keen attention to detail*
    - *Route mapping*
    - *Accountablity*
    - *Good Interpersonal skills*
    - *Adaptability*
    - *Multitasking*
    - *Paetytryocllamshamnaagneamgenmtent*
    - *Cash accounting*

## SOFTWARE SKILLS

* + - *Tally ERP9*
    - *Microsoft office Advanced*

## LANGUAGE

* + - *English, Malayam, Tamil, Hindi*

##  HAPAG LLOYD GLOBAL SERVICES PRIVATE LIMITED

*Worked as* ***Logistics Coordinator in*** *export documentaion (December 2106-July 2019)*

## Profile:

* *Responsible for the execution bill of lading document* ***Middle East, Hongkong , Korea, Malaysia, Vietnam, Thailand..***
* *Responsible for the execution bill of lading document requirements for shipments originating countries such as,* ***Middle East, Hongkong***

## , Korea, Malaysia, Vietnam, Thailand..

* ***ERP used : FIS*** *Freight Information System (Access database)*
* *Using First in First out (FIFO) method and check with best before Date to process the shipment.*
* *Creating house bill*
* *Worked with purchasing on ordering, supplies when needed.*
* *Determined method of shipment utilizing knowledge of shipping procedures, routes, and rates.*
* *Prepare shipping documents for products that are scheduled to ship*
* *Print the full address where the goods are sent from as well as the full address of the receiver*
* *Special notes such as internal account numbers or a secondary PO number provided by the buyer and also list any special instructions for delivery.*
* *Exact weight of the shipment. If there are multiple freight units, then each item’s weight must be listed*
* *Types of packaging, including cartons, pallets, skids, and drums.*
* *Description of the item being shipped, include the material of manufacture and common name*
* *Creating and providing documentation to external customers.*
* *Ensure billing to the client is done as per billing instructions.*

## PROJECTTS

* + *Final Project:*

Study on the customer statisfication about import/export with reference to vanguard

* ***Internship***

A study of Freight forwarding in sea waves logistics

## PERSONAL DETAILS

***Nationality: Indian***

***Date of Birth: 13/09/1992 Gender: Female***

## Marital Status: Married Visa Status: Visit visa

* + ***RMT NETWORK PRIVATE LIMITED, CHENNAI - INDIA.***

Worked as Human Resource (administrator & accountant) from April to December 2016 .

## Profile:

* *Recruiting the employer for the various department like (Finance, admin and marketing department) Monitor and Manage Cash Accounts and manage Bank reconciliation.*
* *Grievance handling*
* *Preparing pay roll for the employee*
* *Preparing budget for the month*
* *monitoring attendances for the employee*
* *conducting town hall meeting for a week*
* *Reviews expense vouchers, invoices, and other fiscal documents for payment.*
* *Schedule prepaid expenses and certify petty cash voucher.*
* *Observe and analysis financial information and document business transitions to post entries to be accounting system.*
* *Ensure general ledger entries are accurate and in line with company procedures and accounting standards.*
* *Overall maintaining and monitoring all the teams accordingly...*