# 

# CURRICULUM VIATE

**Mrs. Hema Sharma                                                      Email id: sharmahema0509@gmail.com**

**Mob. 9582506963**

**Career Objective:**

A skilled, talented and accomplished shipping professional with diverse experience in

performing daily export and shipping activities. Looking for a challenging position as shipping or export to develop my skills and proficiency and renowned organization.

#### **Experience:**

#### 

#### **Total Experience 13+ Years**

1. 1 year working in **Arctic Logistics India Pvt. Ltd**. as Sales Executive 01.01.2011 to 31.12.2011.
2. Presently working in **ALFA-OMEGA ENTERPRISES a leading manufacture, supplier and exporter form India.**

**“Export Documentation Executive” since 01.01.2012 to 2014**

**“Asst. manager of SCM & Export department” since 2014 to till now.**

**Key Responsibilities:-**

Ø  Preparing Entire Export Documentation (Pre & Post Documents), Preparing Commercial Invoices & Packing : List, Certificate of Origin, LC Documents, Preparing & E- BRC’s Etc.

Ø  Dealing with Logistics department -Coordinates with Freight Companies, Local Transport & International transport.

Ø  DGFT WORK -RODTEP, Draw-back Scheme.

Ø  Tracking of consignment till reaching the destination.

Ø  Sending Post Document to customer after receipt of BL.

Ø  Liaison with the Bank for negotiating bank documents and Export Payment.

Ø  Direct Communication with overseas buyers through call and email.

Ø  Communication & Follow up with logistic agencies for required documentation.

Ø  To Maintain co-ordination between related departments.

**Professional Strengths :**

Ø  In-depth knowledge of making invoices and Packing lists.

Ø  Implementation of customer formalities, delivery to shippers and clearance of commodities.

Ø  Possess good organizational and management skills.

Ø  Knowledge of freight negotiation, forwarding and  container shipment.

Ø  Knowledge of various computer applications like Microsoft Word, Excel, power point, internet.

Ø  Possess excellent verbal and written communication skills.

**Educational Summary and Certifications :**

* Bachelor of Arts, Delhi University 2012.
* Diploma in Export and Import Management 2014.

**Academic Qualification**

* 10th CBSE, Delhi, 2006
* 12th CBSE Delhi, 2008

**Personal Information:**

Relationship Status: Married

Husband’s Name: Mr. Sachin Sharma

Nationality: Indian

Language Known: English and Hindi

D.O.B: 05 July 1991

Address: Paschim Vihar, New Delhi

**I do hereby declare that the above information is true and fare to the best of my knowledge**

**and belief.**

**Place: Delhi**

**Date: 01/06/2024 Hema Sharma**