


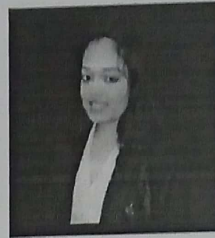


Nancy Priya Choudhary

 nancypriya092@gmail.com

 +919354077365

 <https://www.linkedin.com/in/nancy-priya-b9437b186>



CAREER OBJECTIVE:

To be a part of an organization where I can grow in terms of knowledge, skills, and attitude and put to effective use my analytical abilities and professional competence to align self-development with organization development.

EXPERIENCE SUMMARY:

- 1) I am working in **E-Movers LLC** as **Sr. Executive- CS (International)** (Industry Type: Relocation, Exports & Imports) **Duration:** - From Feb 2021 to till date.

Job Responsibilities:

- Handling International private and corporate clients & their projects (End-to-End) delivery wherein acting as an interface between the client team and internal & external teams.
- Dealing with consolidators, Freight forwarders, and Shipping lines & having skills for negotiation as well.
- Handling modes- FCL, LCL, Groupage, Third country & Air- IM & EX shipments.
- Follow-up carrier for arrival and handling DTD and DTP shipments.
- Monitor and track shipments, providing regular updates to customer and internal teams.
- Address and resolve any issues or discrepancies that may arise during the process.
- Having a fair idea about the pricing skill and negotiating rates with overseas office, vendors and agents.
- Handling Customs clearance documentation in UAE and having knowledge of other country documentation part
- Preparing reports on a weekly basis in excel.

- 2) I worked in **Om Logistic Pvt. Ltd.** as **Move coordinator** (Industry Type: Relocation, Exports & Imports) **Duration:** - From June 2020 to Jan 2021

Job Responsibilities:

- Handling Domestic Clients & their projects.
- Handling Key accounts like Microsoft, Johnson, ESIC company, etc.
- Compilation of Management Information System.
- Generating & tracking multiple reports, Generating Insurance policies.

- 3) I worked in **OFFCOM SYSTEM PVT. LTD.** as **Project coordinator** (Deals in manufacturing & Service provider of UPS, Solar Inverters, Batteries, etc.) **Duration:** - From Oct 2019 to March 2020.

Job Responsibilities:

- Compilation of Management Information System.
- Monitoring and optimizations of the related transactions with clients.
- Generation of reports Purchase Orders, Order Processing Forms Invoices, and Quotations.

- Clients communicate on daily basis to update them about what is going on and to help them in optimizing and get better results on the same.
- 4) I worked in **BHARAT HEAVY ELECTRICALS LTD.** as **MIS Executive** (PSU type, Deals in electrical equipment) **Duration:** - From Sep 2018 to Sep 2019.

Job Responsibilities:

- Providing insight to clients as to how their account is performing by creating dashboards, providing metrics for comparison, etc.
- Generation of reports from different platforms like FRAMS, INTRANET WEBSITES and consolidating the data in a macro-based reporting template-DAS, GST, Tour Claim Daily Cash Allocation Analysis, Bank Guarantee extension, etc.
- Identifying and making changes and improvements in the reporting template through Excel functions, Graphs & PPT.
- Modifications of Intranet Websites.

PROFICIENCY:

- **Software Tools:** Microsoft Excel, Word, PowerPoint, ODEX, Track & Trace (shipping line websites)
- **Languages:** English, Hindi

ACADEMIC QUALIFICATION:

Course	Institution	Passing year	Marks
M.com	IGNOU	2020	60%
B. Com	DELHI UNIVERSITY	2017	55%
HSC	Gagan Bharti Convent School, Delhi	2014	85 %
SSC	M.R.V Model School, Delhi	2012	90%

CERTIFICATION:

- FIDI certificates
- Diploma in Computer

PERSONAL DEVELOPMENT:

- Team-oriented personality and meeting deadlines.
- Positive attitude, reliable, trustworthy & confident.
- Willingness to learn & put learning to practice.
- Flexible nature.

PERSONAL PROFILE:

Father's Name : Mr. Amresh Kumar Choudhary
Date of Birth : 11th Aug 1996
Hobbies : Singing, Painting, Travelling
Nationality : Indian
Residential Address : Bengaluru – 560075
Marital Status : Married

DECLARATION: I hereby declare that the details furnished above are true to the best of my knowledge and belief