

Nancy Priya Choudhary

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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	: 11 th 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