

RESUME

Mona Varkal

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CARIEER OBJECTIVE

Seeking a career to utilize my knowledge and skills to gain comprehensive understanding of the organization, so as to take responsibility and flourish my analytical and managerial skills.

I believe that success is not possible without dedication and sincerity towards the work.



Education

Masters, Business Administration (MBA)
B.K.School of Professional and Management Studies.
MBA in Shipping & Logistics
Management Gujarat University,
Board Ahmedabad, Gujarat

Passed out, December 2019
Marks 71%

Bachelor of Business Administration
Maharaja sayajirao university
Gujarat Board
Gujarat.

Graduated, April 2017
Marks 73.9%

H.S.S.C
Navyug English Medium school
Gujarat Board
Gujarat.

Passed out, March 2014
Marks 72 %

S.S.C
Navyug English Medium school
Gujarat Board
Gujarat.

Passed out, March 2012
Marks 69.2%



Extra-Curricular

Activities

- Participated in National Seminar on "Moving Forward – Trends and Challenges in Port and Allied Industry".
- Attended the Training Program on "Campus to Corporate" organized by Gujarat University Placement Cell.
- 2 Months intern experience at GMMP faudler from 1st June 2018 to 1st August 2018.
- 1 Month intern experience at Mahindra Gujarat Tractors Limited from 20th May to 19th June, 2016.
- I did the project with procurement department of GMM pfaudler.
- I did industrial visit at Amul, Swastik Tiles, Vimal and also visited Hazira, Dahej, Mundra Port.
- Participated in National Seminar on "Impact of Digitization of services on Indian Economy" on 11th February 2017.
- Actively Participated in EXIM CLUB seminar (from 15th December, 2018 to 9th January, 2019)
- Participated in "Road safety Measure" stage play competition- (Limca award received)



Work Experience

- COMPANY- HEMADITYA IMPEX AND SHIPPING – VADODARA
- POSITION – BUSINESS DEVELOPMENT MANAGER
(15th December 2018 to 16th September 2019)

- Cold calling, lead generation, arranging customer meeting
- Preparing Quotation for customer
- Quotation screening and scanning analyzing lowest - to book space in vessel.
- Complete Export shipment handling – LCL and Air Shipment
- Manage all clients shipment which includes providing additional logistics support at the interface between trucking company and carrier to ensure no shipments miss the port cut or are rejected because of inaccurate information, resulting fastest possible transit time and no demurrage ensuring the lowest cost.
- Complete planning of shipment from picking u material from factory to booking place in vessel till reaching to destination.
- Payment follow up with customer

- COMPANY- ANALYTICAL TECHNOLOGIES LIMITED – VADODARA
- POSITION – EXPORT CO-ORDINATOR
(1st November 2019 to 1st September 2020)

- Handle the processing of all orders with accuracy and timeliness.
- Handling existing and new clients inquiry
- Providing quotation to customer and price negotiation with customer.
- Searching for New channel partner / international dealers, Lead Generation
- International Tender Processing.
- Be responsible for other administrative works and documentation in order to support team, Maintain records of all export documentation
- Inform to the customer about the material status.
- Follow up of the quotation and also the payment from clients.
- Weekly Prospect reporting
- Planning and implementing the all activities regarding production & material dispatch timely.



Computer Proficiency

- Word 2010
- Excel 2010
- Power Point 2010
- C language



Languages

- Hindi
- English
- Gujarati



Personal Interests

- Making handcrafts
- Playing outdoor games
- Listening Music
- Reading books



Personal Details

Father's Name : Mr. Chetandas Varkal
Birthday : January 25th, 1997
Gender : Female

Marital Status : Single
Nationality : Indian



Declaration

I HEREBY DECLARE THAT THE ABOVE WRITTEN PARTICULARS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

Regards
Mona Varkal