**DIVYA PRAKASH MALVIYA**

**Tel:** 09303901100(M)

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***SENIOR Level Position in International Business with an organisation of repute; preferably in the Logistics, Export Oriented Units and Foreign Exchange***

## SYNOPSIS

* **MBA (International Business)** from Prestige Institute of Management & Research, **Indore**.
* **Post graduate diploma in export management** from Indian Institute of export Management, Bangalore.
* A bright individual with strong communication skills, which have been honed through interacting with associates and clients.
* Experience in conducting market research to collect and analyse business trends; generate and present recommendations thereof.
* Team player with good interpersonal skills and a willingness to assist others as necessary in order to meet deadlines.
* Strive to keep self-updated on the latest business / economic trends in Global Markets.
* Ability to imbibe knowledge and use it effectively.

## ACADEMIC CREDENTIALS

**M.B.A. {International Business}**

Prestige Institute of Management & Research, Indore in 2007

PERCENTAGE: 74.4%

**Post-Graduate Diploma in Human-Resource Development**

ISSW, Indore in 2005

PERCENTAGE: 63%

**Bachelor of Computer Science**

Christian Eminent College, Indore in 2004

PERCENTAGE: 54%

**Intermediate Level**

Rastriya Vidya Mandir, Indore in 2001

PERCENTAGE: 65%

## COMPUTER SKILLS

**Operating systems** **-** window 98, XP, 2000**.**

**Operating packages**- Ms Office

## WORK EXPERIENCE

# Mar 22 to present at SAMSARA SHIPPING Pvt Ltd, Ahmedabad

* To expand business of Samsara shipping liner business Gujarat region.
* To develop and follow samsara shipping Gujarat business plan to grow profitability & meet the overall expectation of Regional/corporate management.
* To grow volume and revenue to meet or exceed agreed targets.
* To engage with the local expertise on the market research in terms of shipper/forwarder volume, cargo, rate levels etc.
* To engage with local perspective, suppliers, transporter and many more.
* To execute the local market, branding of the in-house products of Samsara – ISO

Tank service, ISO cleaning service, Special equipment and reefer services.

* Do sales calls to the customer on regular basis.
* To make visit to the client on weekly basis and arrange to provide the best rates in order to gain the business.
* Negotiating with the principals for the best export and import rates for the clients.
* Rates filing for particular destination like for FAR EAST, MIDDLE EAST, USA, CANADA
* EUROPE,ETC
* Resolve the customer issues in terms of Rates, COD, Cargo issues, POL/POD issues.

# Dec 19 to Feb, 22 at CMA CGM Agencies India Pvt Ltd, Ahmedabad

* To expand business of CMA CGM, Gujarat region.
* To develop and follow CMA CGM, Gujarat business plan to grow profitability & meet the overall expectation of Regional/corporate management.
* To grow volume and revenue to meet or exceed agreed targets.
* To engage with the local expertise on the market research in terms of shipper/forwarder volume, cargo, rate levels etc.
* To engage with local perspective, suppliers, transporter and many more.
* To execute the local market, branding of the in-house products of CMA CGM - Paperless B/L, NETWORK services Cargo Value Serenity, traxens, ship fin trade finance.
* Do sales calls to the customer on regular basis.
* To make visit to the client on weekly basis and arrange to provide the best rates in order to gain the business.
* Negotiating with the principals for the best exports and imports rates for the clients.
* Rates filing for particular destination like for FAR EAST, MIDDLE EAST, USA, CANADA
* EUROPE,ETC
* Resolve the customer issues in terms of Rates, COD, Cargo issues, POL/POD issues.

# May 09 to Nov 19 at CMA CGM Agencies India Pvt Ltd, INDORE

* Maintaining existing clientele for exports and imports and targeting for the new clients.
* Handle the queries and issues of the customers and resolve them very effectively
* Effectively and timely communicating with principals, counter parts and clients.
* Weekly planning for total export and import of the clientele and then analysis and evaluate the best rates for the clientele by considering all the competitors’ rates and their offers.
* Negotiating with the principals for the best exports and imports rates for the clients.
* Rates filing for particular destination like for Hamburg, Mombasa, Charleston etc.
* Preparing daily booking status.
* Coordinating with the global services contract accounts,
* Sending and tracking the shipment status for the client.
* General documents filing.
* Monthly reporting for TEUs to the head office, Mumbai.
* Maintaining the record of damage containers available in ICDs i.e. Pithampur, Dhannad, Mandideep and coordination with the surveyor for providing the cross survey report and simultaneously contact the vendor for providing the repair estimate and then taking approval from the principal for repairing the damage containers.
* Work out on the PDA statement which shown the ground rent charges and calculate the ground rent charges debited from our account with ICDs and verifying that they debited the right ground charges from our account. If not, then contact to the ICD Manager for the right debiting of charges.
* Preview report for the management review on competition performance.
* Coordinating with Mumbai office for equipment provision.
* Stock monitoring of cargo movement.
* Update vessel schedule and forward to all the clients.
* Taking updates on rates negotiated with the customer so that the pricer will close the same.
* Generation of report –market identification report, sales lead report, lost customer report and long standing container, legal notice work .etc.
* Preparing the daily payment summary.
* Update Revenue Log on monthly basis.
* Inventory accuracy control.
* Daily service reporting.
* Preparing export and import documentation in compliance with US Customs Regulations. And other regulation act like Ex-ACD, ISPS, BAF, and CAF etc.

**Mar 08 to Apr, 09 at Gati Ltd.**

* Managing the Indore office.
* Providing Air and Ocean Services.
* To understand the requirement of the shipper and suggest best possible logistics solution.
* Providing best rates to the shipper for minimizing their operating cost in terms of ocean and airfreight.
* Having coordination with Shipping lines, forwarder, or CHA for providing best international logistics.
* Generating SOP which covers following details; shipper Name, consignee details, buying and selling rate Which shown in Daily Business reports
* Managing the Data Base of clientele.
* Preparing the documents and collection of payments.
* Sales of domestic products; surface and air express.
* Prepare the best logistics rate for the customer by considering component; freight, insurance, docket charges, diesel price hike.
* Providing all the possible necessary information to the customers to reduce their logistics cost and route cost, claim cost if any and other misc.
* Supervised the work progress.
* Warehouse management and inventory management
* Finalising the report and updating at the head-office

**Feb’07 - Feb’08 at Shangri-La India Ltd. as Management Trainee**

**Key Responsibilities:**

* Managing the Delhi office comprising of 6 sub-ordinates.
* Worked under **Bharat petroleum corporation ltd.**
* Collection of regular flight schedule and invoice’s.
* Prepared the shipping bills according to invoice details.
* Worked for all international flight carriers like SQ 407, AI 724,723 and PL 124.
* Prepare Aviation Delivery reports.
* Prepared the GR (bank documents) according to shipping bills of particular flight.
* Supervised the work progress.
* Finalising the report and updating at the head-office.

**Mar’06 - Nov’06 at Org Marg Ac Nielsen as a Freelancer**

**Key Responsibilities**:

* Performed the role of an investigator in service stations.
* To do the study on different subject like poultry farm etc.
* To make the overall report on customer responses.

## TRAINING & INTERNSHIPS

1 month Training at **Pisces Container Line (Freight Forwarder), Indore**  **Feb’06-Mar’06**

* Learned Negotiating with the Clients, Knowledge about working of Cargo Stuffing & De-stuffing and also about Custom Seal & Line Seal.

1 month Training at **S KUMAR’s Nationwide Ltd., Indore Jul’06-Aug’06**

**International Marketing Process**

* Developed the ability to search for prospective Buyers through the sources like Trade journals & Internet Sites.
* Knowledge of the process of settling the International contract.
* Knowledge about the legal documents required.

## PERSONAL DOSSIER

**Date of Birth:** 11th April 1983

**Passport Details:** G 1147475

**Validity**:18/12/2006 to 17/12/2016

**Languages Known**: **Hindi, English and French**