**CURRICULUM VITAE**

**MAITRI SHAH**

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* **OBJECTIVE** To excel in the field and create my own identity in the process of working and

Learning.

* **SKILLS**  Excellent communication skills

Ability to work under pressure

Pleasant telephonic manner.

Excellent team spirit as well team player

* **PROFESSIONAL EXPERIENCE:**
* **CARGO PARTNER LOGISTICS INDIA PVT.LTD.:** From 10th April 2013 to Til Date

**WORK EXPOSURE:**

Sr. Customer /Documentation/Operation Executive.

**JOB DESCRIPTION:**

**Export:**

* Looking after Entire Export/ Import Documentation & Operation
* Handling Nomination /Free hand Shipment.
* Give the competitive rates to Shipper.
* Arrange Delivery Order as per Shipper’s requirement.
* Keep update shipment status to Shipper & Overseas Agent. Sending pre-alert details to Shipping Line
* Issue a MB/L Or HB/L as per Shipper’s requirement
* Keep touch with overseas agent for cargo status .

**Import :-**

* Give the best rates to Consignee
* Constantly follow up with shipping Line for cargo arriving status & IGM details
* Collect Seal cutting Do from shipping Line and provide the same to consignee

**OPERATION ACTIVITY**

* Monitoring of entire operation related activities and reporting to logistics Department on Daily basis.
* Updating all required data in system

**ACCOUNT ACITIVITY**

* Entire account related activities like updating Bank and cash book on weekly basis and reporting to our H.O.
* Updating cash and bill &outstanding positions on weekly basis, as well weekly fund planning and brokerage file and reporting to H.O
* **ALLTIME SHIPPING :** From 10TH July 2011 – 31st March 2013

**WORK EXPOSURE:**

Worked Customer /Documentation Executive.

**JOB DESCRIPTION:**

* Getting the D/O from shipping line passing the same to the exporter and Day to day contact with shipping lines & CHA for follow up of container & vessel movement as per vessel planning received from shipping line.
* Submitting Shipping instructions, advance load list in shipping line.
* Co ordination with the Shipping line, CHA, gets the documents, providing the same to shipper, release the freight payment and then arranging Bill Of Lading.
* Handles Post shipment matters i.e. Arranging Detention / Demurrage free days on specific request of buyer, follow shipping line accordingly for movement of cargo from transshipment port and delivered the same to consignee on time.
* Update Daily report to Shipper.

**OPERATION ACTIVITY**

* Monitoring of entire operation related activities and reporting to logistics Department on Daily basis.
* Updating all required data in system
* **GATISTVAM CLEARING :** From Nov 2009 to Jun 2011

**WORK EXPOSURE:**

Sr. Customer / Documentation Executive

**JOB DESCRIPTION:**

* Independent correspondence and follow –up with shipper and shipping line.
* Preparing Annexure & Generate the shipping bill no in ICE-GATE and also knowledge of all Export related schemes.
* Requesting Shipper/C.H.A To provide Bill Of Lading instruction for preparation of bill of lading and feeding same Details In the System, Cross Checking the same Details with Shipping Bill, Invoice and Packing List For Correct Information And Insert Local/Discharge Port Country Clauses As per Lines Guideline.
* Relaying First Print Of the Bill Of Lading (Checking Copy) To The Shipper/ C.H.A For their Approval Update correction In the System if Shipper/ C.H.A Request More Information to be input in the Bill Of Lading And Guide Them for such information which may not input in the Bill Of Lading As per International Law And As per Lines Guideline.
* Releasing Received For Shipment Or Shipped On Board Bill Of Lading As per Shipper’s requirement
* Maintaining Proper Filing Of All Import Related Documents.
* Send Daily report to all clients

**ACCOUNT ACITIVITY**

* Updating cash and bill &outstanding positions as well as fund planning and brokerage file on monthly basis
* **COMET CLEARING AGENCY :** From Apr 2008 to Oct 2009

**WORK EXPOSURE:**

**Jr**. Accountant

**JOB DESCRIPTION:**

* Entire account related activities updating Bank and cash book on daily basis and reporting
* Updating cash and bill, outstanding positions, fund planning and brokerage file on weekly basis.
* **PERSONAL DETAILS**

Nationality : Indian

Date of Birth :31.03.1988

Marital Status : Unmarried

Religion : Hindu

Passport No :L 7945144

Hobbies : Reading, Travelling

Address : 52/617 Asopalav Apartment,

Naranpura, Ahmedabad-380063

* **EDUCATION BACKGROUND**

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| --- | --- | --- | --- |
| **EXAM** | **YEAR OF PASSSING** | **BOARD/UNI** | **PERCENTAGE** |
| 10TH | 2003 | G.S.E.B.BOARD | 78% |
| 12TH | 2005 | G.S.E.B.BOARD | 75% |
| B.COM | 2008 | Gujarat University | 63% |
| M.COM | 2010 | Gujarat University | 51% |

**LANGUAGES KNOWN** : Gujarati, Hindi & English

**EXTRA CURRICULAM** : Certificate course of M.S Office & Tally.

**DECLARATION**

I HEREBY DECLARE THAT ALL THE INFORMATION FURNISHED ABOVE IN TRUE TO THE BEST OF MY KNOWLEDGE.

Yours faithfully

(Maitri Shah)