

# Resume

**SONIA BHARDWAJ**

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**OBJECTIVE:** To work in a shipping company where I can learn and understand the basic industry concepts and the working structure. I aim towards using my academic knowledge, my analytical and strategical skills and strive towards contributing to the organization with high commitment and dedication.

## **WORK EXPERIENCE**

**Company :** Kap Webwares Pvt. Ltd.  
**Duration :** May 2019 to Present  
**Designation :** S. Analyst

**Company :** Louis Dreyfus Commodities India Pvt Ltd  
**Duration :** Apr 2015 to 2018  
**Designation :** Analyst  
**Description :** Demurrage Analysis for all commodities globally and negotiation for settlements with all counterparts (owners, shippers and receivers.)

- ✓ Doing laytime calcs for the all the Inter company Platforms for all the commodities.
- ✓ Making Invoices & provisions in ATLAS.
- ✓ Making payments to Counter parts majorly for Sugar Platform.
- ✓ Working on softmar/BVL for calculating the laytime.

**Company :** Interocean Shipping Ltd.  
**Duration :** Jan 2014 to Apr 2015  
**Designation :** Shipping Executive  
**Description :** Handling of vessels (all cargo) operations

- ✓ Developed an understanding of terms use in the shipping.
- ✓ Understanding the flow of resolving issues for clients.
- ✓ Defining and provide all the information to meet client's requirements.
- ✓ Handling client enquiries and coordinating with all the ports of India.
- ✓ Keeping track on projects and clients.
- ✓ Explain the processes and operation of discharging & loading of all cargos at different ports of India.
- ✓ Looked after the existing clients.
- ✓ Working and maintain the documentation.

## **Summer Internship Project**

**Company :** Larsen & Toubro, Engineering (Faridabad)  
**Duration :** 8 weeks  
**Project Title :** Identifying the potential market for Gas Processing and LNG in South East Asia and Europe for L&T, engineering  
**Description :** The aim of the project was to finding business for the company. While identifying the potential projects the following needs to be considered:

- ✓ Developed an understanding of basic terms use in the projects conceptualization, Feasibility study, Basic Engineering design, FEED, Detailed Engineering, Hazard identifications, Hazard Operations.

- ✓ Worked closely with Business Development Team(BD), Project Management Team (PM).
- ✓ Learning about organization workflow and try to understand the work of engineering department (LTEN).
- ✓ Keeping track on projects and companies of South East Asia and Europe.
- ✓ Brief understanding of Bidding procedure when new project identify by the LTEN.

**Company :** **Indraprastha Gas Limited (Delhi)**  
**Duration :** **8 weeks**  
**Project Title :** Understanding the recruitment and selection process.  
**Description :** The aim of the project was to understand the role of HR in the company  
 ✓ Developed an understanding of basic work done by the HR department.  
 ✓ Worked closely with Human resource management team.  
 ✓ Learning about organization workflow and selection process.  
 ✓ Methods used by the companies to find the valueable employees for the company.

#### **ACADEMIC RECORDS:**

##### **• PROFESSIONAL QUALIFICATIONS:**

**MBA :** (OIL and GAS) management  
**INSTITUTE :** COLLEGE OF MANAGEMENT AND ECONOMIC STUDIES  
**UNIVERSITY :** UNIVERSITY OF PERTOLEUM AND ENERGY STUDIES  
**PERCENTAGE :** 74.6%

**BBA :** (OIL and GAS)marketing  
**INSTITUTE :** COLLEGE OF MANAGEMENT STUDY  
**UNIVERSITY :** UNIVERSITY OF PETROLEUM AND ENERGY STUDIES  
**PERCENTAGE :** 85.4%

##### **• BASIC QUALIFICATIONS:**

###### **• SENIOR SECONDARY (10<sup>th</sup> Standard)**

**BOARD :** C.B.S.E  
**PERCENTAGE :** 71.8%

###### **• HIGHER SECONDARY (12<sup>th</sup> Standard)**

**BOARD :** C.B.S.E  
**PERCENTAGE :** 58.4%

#### **ACADEMIC / EXTRA-CURRICULAR ACHIEVEMENTS**

- In project stage I made a project on "SHALL GAS – understanding the scope in India".
- In project stage I made a project on "**solar energy – fuelling the future demand**".
- Another project of marketing on "innovative packaging".
- Participated in Naftonomix (oil& gas) event.
- Volunteer for Urja '09 (annual Youth Festival of the college), in various Technical and Non-Technical events.
- Active member of World Vision child care.
- Member for petro-tech 2012 in college.
- Active participation in personality enhancement program.
- Organized various cultural programs in school.
- House Cultural head in the school.

- Member of Placement Team for MBA oil & gas.
- Active participation in cultural and social events in school.

#### SOFTWARE SKILLS

✓ Software Skill: MS Office (Word,Excel,Powerpoint), MS Projects

#### Personal Details

**FATHER'S NAME** : Mr. S.P Bhardwaj  
**DATE OF BIRTH** : 24, NOVEMBER, 1990.  
**SEX** : Female  
**MARITAL SATUS** : Single  
**CATEGORY** : General  
**HOBBIES** : swimming, listening music, travelling  
**LANGUAGES KNOWN** : Hindi and English

Languages Known	Read (Beginner/Proficient/ Expert)	Write (Beginner/Proficient/ Expert)	Speak (Beginner/Proficient/ Expert)
English	Proficient	Proficient	Proficient
Hindi	Proficient	Proficient	Proficient

#### **DECLARATION:**

I hereby declare that all the information furnished in this resume is correct and best of my knowledge and belief. If at any time, it is found that any information given in this resume is incorrect/false my candidature/appointment is liable to be cancelled/terminated.

**Place:** GURGAON

**(SONIA BHARDWAJ)**