

**Sneha Sreejith Menon**

**DOB:** 02-11-1988

**Email ID:** [snhnair07@gmail.com](mailto:snhnair07@gmail.com)

**Mob:** 07499776922

**Address:** G-103, Oxford, Phase-1, Mohan Suburbia, Navre Park, Ambarnath West, 421505

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| **OBJECTIVE** | | **EDUCATION** |
| To secure a challenging position in a reputed organization where I can effectively contribute for the institution's growth, using my analytical and decisive skills. | | **Bachelor of Management Studies** (June 2007 to June 2010)  **Model College, Mumbai University**  62%  **PG / Diploma in Foreign Trade** (Jan 2011 to June 2011)  **World Trade Institute, Mumbai**  53% |
| **SKILLS** | |
| Communication | | **WORK EXPERIENCE**  **Systems Executive and RVP** (2021 - 2022)  **Green Soul Ergonomics**   * Preparing Invoices related to reverse shipping or cancelled orders. * Booking pickups through various portals. * Escalations. * Maintaining and coordinating data in Google sheets. * Handling Shiprocket Portal for tracking orders to be delivered.   **HR and Export Documentation Executive** (2013)  **Fenix Metal Link**  **HR**   * Candidate screening, interviewing and onboarding. * Hiring in bulk for various departments according to the organization needs. * Handling documentation and induction process. * Handle employee engagement. * Provide administrative support. * Coordinating office activities. * Exit interview * Full and final settlement.   **Export** **Documentation**   * Entire Export Documentation * Preparing commercial invoices, packing list. * Handling L/C documents. * Preparing import country certification, customs/Insurance declaration, Certificate of origin etc. * Interacting with clients, tracking cargo and also making tele calls to clients. * All communications with customers and office staff. * Quotations, liaising with agents and getting rates, updates to customers, billing instructions etc.   **Export Documentation Executive** (2012-2013)  **Trans-Atlantic Traders**   * Entire Export documentation * Preparing commercial invoices, packing list. * handling LC Document * Preparing importing country certification. Customs/Insurance declaration certificate of origin etc. |
| Critical thinking | |
| Teamwork | |
| Computer skills | |
| **HONORS & AWARDS** | |
| Frist prize in Inter School competition for dance.  Second Prize - College Dance Competition  **(2009)** | |
| Employee of the month - Fenix Metal Link  **(2014)** | |
| **INTERESTS** |  |
| Dancing | Gardening |
| Travelling |  |
| **ADDITIONAL INFORMATION**  **Diploma in Early Childhood Care & Education (ECCE)** from Safal Teacher Training Institute (Badlapur) | |
|  | | **ACTIVITIES**  **Classical Dance**  **Bharatanatyam**  Pursuing Bharatanatyam and completed 3 government exams. |