



Barry Murphy <barry.murphy@bdpint.com>

NIKITA (PANALPINA)

2 messages

nikita mohile <nikitamohile@gmail.com>

Wed, Jul 8, 2015 at 12:04 PM

To: barry.murphy@bdpint.com

Dear Mr Murphy,

Good day.

I am a self motivated Finance post graduate, working with **Panalpina Inc. Toronto**, as an Inside Sales Representative. I have also worked with **Mediterranean Shipping Company, Toronto**, as an Export Executive.

In my past and current positions, I have gained valuable experience in all aspects of shipping dealing with import, export and sales administration.

The job duties I handle in Panalpina are sending Quotations for Air, Ocean and Inland queries, handling Global accounts, telesales along with Sales Analysis, are an Integral part of my duties.

As an Export Executive in MSC, my job duties were releasing shipping notes, container release/container acceptance, Documentation (freight manifest, routing, tracking, container acceptance of confirmed bookings, container logistics, seal reconciliations), invoicing (demurrage and detention calculation, direct invoicing, Performa invoicing) telesales, maintenance of rate files, co-coordinating with principals and all aspects involving customer interface.

With HMM shipping I have worked in all aspects of import ranging from rate filing, freight correctors, documentation, negotiating rates, loading and unloading on day to day operations, computing shipment costs, documentation for outbound shipments, working on sales leads regarding negotiating and bringing business for the organization.

I have enclosed my resume for your consideration. I hope to be able to meet with your resources in person for a formal interview and for us to be able to discuss the job opportunity further.

Regards,

Nikita
+1 647 770 1402

nikitamohilecv.doc
62K

Barry Murphy <barry.murphy@bdpint.com>

Wed, Jul 8, 2015 at 12:28 PM

To: Gerry Dickie <gerry.dickie@bdpint.com>

for consideration

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—
Barry Murphy, CCLP
Country Manager - Canada
BDP Canada
2600 Skymark Ave., Unit 2, Suite 101
Mississauga, Ontario

NIKITA MOHILE

OBJECTIVE

To secure a challenging position in Shipping Import - Export, logistics.

SUMMARY

Masters in Business Administration (MBA) with Dual specialization, majoring in **Finance** and **Marketing**.

Technical- MS office (word, excel, PowerPoint), Internet explorer, Certificate course in leadership management in healthcare organizations (Kuwait.2008)

EXPERIENCE

Panalpina Inc. Canada: (Toronto, Canada) Inside Sales Representative.

November 2014 – till present...

- Develop Quotations in corporation with sales strategy and info collected from customer or partners assigned.
- Conduct contract administration (SOP) request including adds, deletes and changes.
- Work with all personnel's and all outside contacts to satisfy clients and achieve company goals.
- Identify areas of improvement and assist in creating and implementing solutions.
- Complete and maintain accurate sales forecast, data gathering and reports for Management.
- Conduct Post sale follow up.
- Conduct ongoing customer needs, analysis, and research of customer requirements.
- Participate in Management meetings and take responsibility for sales improvement initiatives and other assigned action items.
- Conduct regular customer review calls as per customer review procedure and follow up.
- Perform Reporting functions on an ongoing and timely basis.
- Assist in completing Sales Analysis/Projects (Marketing) as an integral part of my job responsibility.

MEDITERRANEAN SHIPPING COMPANY - (Toronto, Canada) Export Doc Coordinator

February 2014 – October 2014.

- Prioritize the preparation of BLs according to which vessel has sailed first; Receive for Shipment(RFS) BLs first to ensure clients receive the BL Proofs in advance.
- Assigning the BL# in the system; checking if all containers are on the same vessel- not rolled.
- Verify if bkg# in our system matches the one on the SI from client.
- Verify that the forwarder agent is same as on the SI; if not, approach the CSR responsible and client.
- Note important comments in "Header" related to data entry
- Verify POD discharge on SI coincides with our system; if not, approach the customer by e-mail; checking the clauses for the country of destination; if any final destination- checking the charges regarding ONC and DTHC.
- Request TMS for countries which have consignee codification system.
- Entering of cargo description (checking the unit no.; seal no; unit type; no of pkgs/ bags/rolls; weight; measurement); printing special clauses; checking the HS CODE in the system with that one provided by client; very imp. to check kind of shipment *personal effects/ cars/ scrap / diplomatic shipments– need special attention; checking all requests provided by customer – if OK to be input in cargo description- like L/C; CAED# , Check "ILR".
- Verify if freight prepaid or collect; approach BAT team if any change required prior to closing the vessel
- Check and enter the marks and numbers.

SURENDRA QUALITY FORGE Pvt. Ltd (India)

Jan 2004- Jan 2007

Assistant Accountant.

It's an industrial unit active in manufacturing spring belts of trucks and railways. Prepared profit and loss statements, monthly closing and cost accounting reports. **Compiled and analyzed financial information** to prepare entries to accounts, such as general ledger accounts, and **document business transactions**. Maintained, and coordinated the implementation of accounting and accounting control procedures. **Monitored and reviewed** accounting and related system reports for accuracy and completeness. Prepared and review expenses, payroll entries, invoices, and other accounting documents.

References can be provided on request.

Contact

Email- nikitamohile@gmail.com

Mobile - +1 647 470 9827

Profile- ca.linkedin.com/in/nikitamohile