

# SIDDHI HEMANT PANDHARPATTE

**Address:** Mumbai, Maharashtra, 400088

**Phone:** 8898191961

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Operations Executive with over 04 years of successful experience in Maritime Industry. Employs organizational skills, interpersonal skills and computer data knowledge to effectively perform administrative and operational support duties with maximum impact. Eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow and excel in the organization.

## Career Objective

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To attain a challenging & rewarding position in the maritime/any other industry & to become a valuable resource for the organization.

## Education

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<b>2015</b>	<b>Bachelor of Arts: Sociology</b> <i>K.J. Somaiya College of Arts &amp; Commerce - Ghatkopar, Mumbai.</i>
<b>2012</b>	<b>H.S.C: All Subjects</b> <i>K.J. Somaiya College of Arts &amp; Commerce - Ghatkopar, Mumbai.</i>
<b>2010</b>	<b>S.S.C: All Subjects</b> <i>Padua High School – Mankhurd, Mumbai.</i>

## Certifications

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- Diploma in MS-CIT.
- English Typing 30WPM
- Marathi Typing 30WPM

## Work History

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### **2023-01 – Current Operations - Technical**

Celestial Meridian Shipping & (associate company) Axis Shipping Pte.Ltd. (Singapore)

- Keeping a track of inward mails and replying to concerned parties on their enquiries/queries on timely manner.
- Obtaining quote from relevant vendors/suppliers according to the client's requirement and submitting quotations to the client promptly.
- Ensuring proper follow-up on client's request.
- Processing the client's order, submitting invoices and doing the necessary paperwork for dispatching the order.
- Coordinating with in-house and outsourced suppliers/vendors regarding ongoing jobs.
- Monitoring the outward shipments and ensuring its timely delivery to the consignee/vessel.
- Processing online payments towards the purchases and relevant expenses for company Axis Shipping Pte. Ltd.
- Issuing invoices to the concerned parties.
- Performing other tasks as instructed.
- Maintaining records of all the above.

### **2022-08 – 2022-12 Executive-Operations**

Bureau Veritas (Marine & Offshore Division) Mumbai, Maharashtra.

- Sending quotations to the client according to their requirement and ensuring proper follow-up with clients request on due time.
- Planning and assigning inspection to the surveyors as well as arranging surveyors travel via air/cab/trains etc.
- Maintaining company database with surveyor's attendance and with new client's information or updating any changes in the existing one.
- Keeping a track of surveyor's expenses with also providing relevant expenses details to accounts for invoicing purpose.
- Timely follow up for Accounts receivable.

## **2018-03 – 2022-07 Operations Executive**

Kami Marine & Trade Central Pvt Ltd. (associate company of Trust Shipping, Hong Kong) Navi Mumbai, Maharashtra.

- Marine Service Provider to the vessel Managers/Owners Company worldwide for 'Unannounced Drug and Alcohol Testing/Work Force Testing.
- Liaison with shipping agents, sample collectors & clients worldwide for smooth execution of testing.
- Independently working 24/7 for providing service to the client (managers/owners of vessels) in case of any urgent/incident on vessel.
- Sourcing agencies, labs, hospitals worldwide to make a growth on our network who can provide service to our organization as a sample collector.
- Documentation for D & A Testing as required by IMO, working on pricing to earn profit and co-ordination with Logistics Company's for clearing the shipments.

## **2016-08 – 2017-03 Centre Administrator**

MT EDUCARE. LTD, Navi Mumbai, Maharashtra.

- Handling walk in/telephonic enquiries of Parents & Students.
- Getting the admission enrolment of students in the institute.
- Handling office Admin work by ensuring the Office Administration viz. Maintenance, Bills Payment, petty cash, Record keeping, etc. properly maintained.
- Centre Operations MIS and data management.
- Coordinating with Centre Manager for any centre related.

## **Skills**

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|-----------------------|-------------------------|
| • Communication       | • Basic computer skills |
| • Adaptability        | • Client co-ordination  |
| • Leadership          | • Teamwork              |
| • Organizational      | • Responsibility        |
| • Attention to detail | • Flexibility           |
| • Delegation          | • Language skills       |
| • Active Listening    | • Planning              |
| • Data Preparation    |                         |

## Personal Details

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- Date of birth: 23<sup>rd</sup> April 1995
- Gender: Female
- Marital Status: Unmarried
- Nationality: Indian
- Hobbies: Dancing, Drawing, Cooking & Crafting
- Languages Known: English, Hindi & Marathi
- Present address: 6, Manik Niwas Agarwadi, Mankhurd  
Mumbai – 400088.

I hereby confirm that all the information provided in this application is accurate & complete.

Date:  
Place: Mumbai

Sincerely,  
Siddhi Pandharpatte