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Curriculum Vitae

NAME : Sandhya B. Thekkiniyedath

DATE OF BIRTH : 23rd November 1991

RESIDENTIAL ADDRESS : B-201, Aakash Ganga CHS., Sriprastha Complex, Opp. Fun Fiesta, Nallasopara West - 401203.

GENDER : Female

NATIONALITY : Indian

MARITAL STATUS : Married

LANGUAGES KNOWN : English, Hindi, Marathi and Malayalam

EDUCATIONAL QUALIFICATIONS

PGDM in Supply Chain Management (March 2018)	Welingkar Institute, Mumbai - Secured 64%
B.Com. (April 2012)	Vivek College, Goregaon (W) - Secured 70 %
H.S.C. (March 2009)	VIVA College, Virar (W) - Secured 64.00%
S.S.C. (March 2007)	St. Aloysius High School (Xavier's group), Nallasopara (W) - Secured 72.15%

OBJECTIVE

Seeking a good position in an organization where I can utilize my skills, knowledge and abilities.

To work hard with full dedication and ready to learn and grow in a new area of work.

PROFESSIONAL EXPERIENCE

1) COMPANY : **INI Farms Pvt. Ltd.**

DESIGNATION : Assistant Manager – Logistics & Export documentation

DURATION : From 8th January 2018 to 30th December 2022.

RESPONSIBILITY :

- Coordinating with agent/line for sea export documents (Shipping Bill / Chamber attested Invoice / Certificate of Origin / Phyto Certificate / Bill of Lading) post vessel sailing.
- Once receive the documents need to share scan copies with the sales team.
- Additionally, I have coordinated with the agents to get the vessel schedule and also coordinated with the transporters for trailers.
- Have a knowledge of planning the shipments and coordinating with the agents accordingly.
- To follow up with the agents to get the shipment status (ATA at destination and also empty return status).
- Know what are the checkpoints to approve checklist.
- To share e-sanchit documents with line/forwarders whenever required on behalf of team.
- To update RFID in packseal site whenever required on behalf of team.
- Approving BL drafts and also have an idea to prepare the same.
- Know how to check EGM status.
- To maintain Sea Export shipments details in excel.
- Hands-on experience in SAP MM (creation of service order and doing service entry pertaining to agents/vendors invoices).

2) COMPANY : **Alphard Maritime Pvt. Ltd.**

DESIGNATION : Operation Executive

DURATION : From 28th December 2015 till 28th September 2016.

RESPONSIBILITY :

- Providing maintenance/services Domestic / International such as Ultrasonic thickness gauging, CAP survey, Pipeline scanning, thermal imaging, rafting, NDT Testing.

- Communicating with the Clients for detailed information of service required.
- Getting client's local agent's details for further communication regarding technicians travel dates.
- Regular follow up done with the Client and agent for Vessel schedule.
- Getting flight schedule and quotes from the travel agents.
- Confirming with the clients and agents for the flight schedule feasibility before ticket issuance.
- Providing all the necessary stationery to the technicians for their work.
- Preparing customs/Immigration letter for the technicians traveling abroad.
- Sending reports of the work done via courier or software.
- Maintaining excel sheets like Vessel details / Reporting Appraisal and attendance of the technicians.
- Maintaining files of various documents.
- Coordinating with the Insurance agents for new issuance or renewals of the technicians travel insurance.
- Knowledge of applying abroad Visa's.

3) COMPANY : Hyundai Merchant Marine India Pvt. Ltd. (Back office)

DESIGNATION : Export Documentation Executive

DURATION : From 05th November 2013 till 30th September 2015

RESPONSIBILITY :

- Creating the Bill of Ladings as per Shipping Instructions received from Customers and Freight forwarders (for Thailand country) and sending drafts to the customers for approval.
- Making amendments and doing the follow up for any missing data.
- Release of original bill of lading to customers via email.
- Follow up of Shipping Instruction for ENS and AFR purpose from the customers as well as Front office.
- Closing B/L's and Vessels to the concerned port of destination and closing the vessel for the particular port.
- Handling the Communication with the CSR team for Rollovers before Closing.
- Doing necessary correspondence with destination office regarding any queries.
- Handled ENS (Europe), CAMS (China) and AFR (Japan) Closings.
- Handling weekly rate missing audit reports and reverting back with the necessary feedback.
- Auditing the B/L's as per instruction so as to avoid any errors or penalties.

ACHIEVEMENTS IN HYUNDAI

- Received Top Performer Award (Asia Cluster)

IT SKILLS

- SAP MM - Version ECC6.0
- MS Word and Excel

ADDITIONAL SKILLS

- Self-motivated with a strong work ethic for professionalism and timeliness.

INTERESTS AND ACTIVITIES

- Dancing
- Exploring new places
- Playing badminton

Sandhya Thekkiniyedath