

RESUME

SWARA SHAILENDRA SAWANT

501, JANHAVI ENCLAVE, RAM JOSHI MARG,
BHATWADI, GHATKOPAR (WEST),
MUMBAI- 400080.

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Professional Experience Summary

Have 5 years of professional experience in the field of Export Documentation

Career Summary

➤ February 2018 to August 2023: SARA Logistics Services Pvt. Ltd, Mumbai Worked as Export Documentation Executive

➤ Account Executive at SHREE TAM CARS PVT LTD from January 2016 to January 2018

Skills developed:

- SAP – Documentation
- Manage Volume of orders
- Strong follow up & maintain relationships with customer and supplier
- Ms - Word, Ms - Excel, Ms – PowerPoint

Nature of Work: SARA Logistics Services Pvt. Ltd

- Place the order on supplier web portal & upload the Shipping instruction with error free and on time
- Order Execution, Coordination & follow up with supplier like Exxon Mobil, Reliance Industries for order / shipment status, vessel schedule
- Prepare Preshipment and post shipments documents in SAP – create inbound delivery, release the PO, create SI, update the schedule, making Invoice, Packing list, CCVO etc.
- Documents send to customer and updating all the necessary information like update the DHL tracking details for original documents, ETD & ETA, Vessel details,
- Take care for customer satisfaction & assurance for they get the documents on time
- Creating suppliers payment request in SAP
- LC application on bank portal HSBC, BNP, Standard Chartered Bank.
- Maintain all record of shipments and generate the report in SAP for timely follow up
- Application for ECTN / BSC / CNCA as per country wise post shipment certification requirement.

EDUCATIONAL QUALIFICATIONS:

YEAR	EXAMINATION	PERCENTAGE	INSTUTUTION
2015	M.COM	54 %	Mumbai University
2011	B.COM	63 %	Ismail Yusuf College
2008	H.S.C	76 %	Ismail Yusuf College
2006	S.S.C	67 %	St. Mary High School

OTHER QUALIFICATION:

- Passed MS-CIT with 88%
- Passed with 86 % in Diploma in Financial Accounting (TALLY ERP 9.0)
- Passed English Typewriting Examination with 'B' Grade.

SHREE TAM CARS PVT LTD
JOB TITLE: Accounts Assistant for 2year

KEY RESPONSIBILITIES HANDLED

- Preparation of computerised Sales Bills.
- Handling Petty Cash along with making systematic entries in TALLY ERP9.
- Entering the Purchase, Sales, Payments, Receipt entries in TALLY ERP9.
- Preparing of Invoices, Vouchers and Creditors payments.

Personal Information

Date of Birth: 1st November 1989
Language Know: English, Hindi, Marathi
Nationality: Indian
Gender: Female
Marital Status: Married

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: - Swara Shailendra Sawant

Place: Mumbai (India)