

**Priya Milind Gidh -  
Vesavakar**

*Room no.-1 Pitle house, Buddha lane, Versova, Andheri ,(W), Mumbai- 400061.*

**Ph:** +918169674850

**Email :** [gidh.priya@gmail.com](mailto:gidh.priya@gmail.com)

**WORK EXPERIENCE :**

**Mitsui O.S.K Lines Information Processing Services (I)**

**Pvt. Ltd. / WNS Global Services**

**Period: 4<sup>th</sup> April 2016 Till date**

**Profile: Sr. Executive - Asia Audit Team and India Export Documentation Team**

- *Manifesting Bill of lading from India to Globe and follow origin and destination requirement with 100% accuracy. Raising query to customer and onshore as per requirement and getting resolve via email. Rating and invoicing to customer as per contract, Si and GST.*
- *To ensure accurate rating and auditing of BL by adhering to agreed SOP and turnaround time.*
- *To follow up with the Documentation Team for correct Rating of Bill of Lading.*
- *Interact with Various Locations on the Management Issues like Audit Queries, Contract Terms, Tariff Filing.*
- *To provide/input proper Documentation work to the customer as per Shipping Instructions.*
- *Creating Invoice Issue and Invoice Re-Issue for the same in System.*
- *Preparing Monthly reports for various Locations of BLs processed with complete status.*
- *Re-audit: Proactive with the Re-Auditing of BL process, identified errors and rectified the same.*
- *Attended Training in OPUS system regarding Tariff Rate Filing and IndiaExport Documentation.*
- *Conduct Training for New Joinees, Briefings & update on monthly reporting. Systems worked on STARNET, OPUS, GT Nexus (BL Audit application)*

**Achievements :**

- *Have been rewarded for maintaining 100% accuracy level and highest productivity for continuous period.*

**Bank Of America : (May2011- 3 Sep 2014) Designation :**  
**Team Member (Band H8)**

**A)August 2012 : Team Member of Bankruptcy Trustee**

**Responsibilities:**

- *Assisting Business unit with the Bankruptcy procedure*
- *Reverting back Homes to borrower when correct foreclosure procedure not followed .*
- *Assisting the team and creating tools , which is important to obtain 100% Quality.*
- *Maintaining Bankruptcy accounts and balancing the ledger.*
- *Making payment on behalf of the mortgager.*
- *Calibrating with Team in united states*

**Achievements :**

- *Approval from Line Of Businesses for LOB BPR*

**B)May 2011 – July 2012 :**

***Team Member (Band H8) of FNMA – Foreclosure***

- *Working on Home Loans of US*
- *Claiming Fees & Cost to investor Fannime*
- *Calling Tax Authority of US regarding Payment of taxes*
- *Assisting the team and creating tools which is important to obtain 100% Quality.*

**1. SAARA GROUP OF COMPANIES : October 2009-April 2011)**

***Designation : Front Office Executive***

**A)October 2009-April 2011 : Front Office Executive -constructions**

**Responsibilities:**

- *Attending incoming and outgoing calls and maintaining records of them*
- *Maintaining Courier Register*
- *To data entry*
- *Preparation of agreements.*
- *Maintenance of Attendance register and keeping a track on outdoor Duties of the staff*
- *Greeting and assisting visitors and Guest*

**AESHA FINANCE : March 2009-September 2009) Designation :**  
**As Customer care Executive**

**A)March 2009- September 2009 :** *Customer care Executive - Home Loans*

**Responsibilities:**

- *Handling inbound and outbound calls*
- *Calling customer for home loans*
- *Assisting customer regarding home requirements*
- *Keeping record of available properties (flats )*

**COMPUTER SKILLS**

- *Knowledge of Microsoft Word and Excel and Internet and MS-CIT*
- *Typing knowledge with 30 WPM speed in English*

**ACADEMIC CREDENTIALS**

<b>ACADEMIC</b>	<b>PERFOMANCE</b>	<b>INSTITUTION</b>	<b>YEAR</b>
<i>T.Y.B.com</i>	<i>57.00%</i>	<i>Vaalia Junior College of Commerce (Mumbai University)</i>	<i>Mar 2009</i>
<i>HSC</i>	<i>55.00%</i>	<i>Vaalia Junior College of Commerce</i>	<i>Feb 2006</i>
<i>SSC</i>	<i>68.00%</i>	<i>Children Welfare Centre High School And Junior Collage</i>	<i>Mar 2004</i>

**PERSONAL PROFILE**

*Date of Birth : 19th September, 1988.*

*Marital Status : Married*

*Linguistic ability : English, Hindi, Marathi*

*Hobbies : Listening to Music*

DATE :

PLACE : MUMBAI

**DECLARATION**

***I here with declare that all the information furnished in this resume is correct, true and to thebest of my knowledge and belief.***

**(Priya Gidh)**