CURRICULUM VITAE

**Name** : **Sofia Mohib Sheth**

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# Objective

Seeking a position to utilize my skills and abilities in the Information Technology industry which offers me professional growth while being resourceful, creative, innovative and flexible.

**Strengths** : - Hardworking.

- Good team-player.

- Good communication skills.

- Good management skills.

- Pro-active

# Education

**Formal Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | School/College | Board/University | Month-Year | Score |
| BSc (I.T.) | Kuvempu University | Karnataka | May-2009 | First Class |
| XIIth (Science) | M.V & L.U College | Mumbai | Feb-2004 | Second Class |
| Xth | Lady Vissanji High School | Mumbai | March-2002 | First Class |

**ANIIT (Software Engineering):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Semester | Ist | IInd | IIIrd | IVth |
| Course Content | RDMBS, MS SQL 2000 & 2005, C++ | Linux, Java, JDBC & J2EE | C#, DS & Algo.,  XML, ADO.NET | ASP.NET, UML, Intel vTune & dotNet Framework |
| Score (%) | 77 | 80 | 77 | 78 |

# Experience

**Total Experience: 9 years 9 months**

**Company Name: Alexander John Mercantile Private Limited.** (Mining company in Kerala)

Also partly assist him in the IT company Cynapto Technologies Private Limited (Mumbai)

**Designation:** Executive Assistant to the CEO

**Duration:** February 2022 to October 2023

**Responsibilities:**

* Provided comprehensive administrative support to the CEO, managing calendars, travel arrangements, meetings, online/offline researches etc
* Efficiently screened and prioritized emails, phone calls, and correspondence ensuring urgent matters were addressed promptly
* Assisted in the preparation and editing of presentations, reports, brochures and proposals for internal and external stakeholders
* Responsible for handling all travel arrangements (domestic & international) including hotel arrangements, visas, rental cars, etc.
* Managed confidential information with the utmost discretion and professionalism
* Acted as a liaison between the CEO and stakeholders, fostering clear communication and smooth collaboration

**Company Name: Bernhard Schulte Shipmanagement India Pvt. Ltd.**

**Designation:** Executive Assistant (Fleet Secretary)

**Duration:** February 2018 to November 2019

**Responsibilities:**

* Maintain Fleet Managers & Superintendents (Marine & Technical) calendars – arrange, coordinate vessel visits as per the schedule
* Responsible for handling all travel arrangements (domestic & international) including hotel arrangements, visa, rental cars, vessel agents etc.
* Conduct online & offline research on various shipping suppliers/agents
* Coordinate with the vessel’s Captains for important messages or changes in process / reports and closely ensure all deadlines are met
* Maintain monthly, weekly, quarterly and yearly reports pertaining to vessels maintenance and performance and relay these reports to the Owners
* Arrange vessel visits for Office staffs for better understanding of a ship
* Arrange special seminars for vessel crews on issues faced on vessels engine & deck side and how it can be resolved
* Process and manage travel expense reports for managers and superintendents for reimbursements
* Handle special reports / presentations for new taker over vessels
* Arrange for vessels mail packets as per the vessel’s requests received
* Closely monitor on validity of vessels statutory certificates in PAL module and intimate responsible authorities for its timely renewal

**Designation: Insurance and Claims Officer (Promoted)**

**Duration:** October 2018 to November 2019

**Responsibilities:**

* Notifying the P&I, H&M Clubs, Owners, Technical / Marine department on the initial case notification received from the vessel
* Handling of cargo claims (containers, tankers, bulk carriers)
* Reviewing, investigating, negotiating, processing claims
* Claim recoveries from liable parties (Terminal, stevedores, Ship Owners)
* Ensure prompt payment of settlements and invoices
* Liaise with the Marine and Technical Superintendents, Accounts, Technical Officers, Lawyers, Charterers, Clubs for case related developments
* Maintain a detailed case history and invoices
* Notify Club on details of delivery/re-delivery of vessels
* Maintain In-house claims system (viz PAL Insurance module)
* Notify Owners for P&I and H&M certificate expiration and get them renewed
* Training attended on Marine Insurance (P&I; H&M) in Sweden conducted by The Swedish Club in May 2019
* Participated in the course conducted by DNVGL on Maritime Incident Investigation in June 2019

**Company Name: Brute Squad Services Private Limited** (Start-up company in Mumbai)

**Designation:** Customer Relationship Manager (Part-Time)

**Duration:** August 2015 to November 2016

**Responsibilities:**

* Handle customer interactions and in-house recruitment processes.
* Answer calls professionally providing complete information about products or obtain details about complaints.
* Manage to keep records of customer interactions, transactions, complaints, comments as well as actions taken, forms and applications.
* Analyse Supplier/Agents needs and made arrangements adhering to company policies.

**Company Name: Alcatel – Lucent India Ltd.**

**Designation:** Executive Assistant to Vice-President (Sales)

**Duration:** January 2011 to June 2013

**Responsibilities:**

* Maintain calendars – arrange, coordinate and prioritize complex scheduling and logistics.
* Provide telephone coverage – answer executive phones, take accurate messages, know executive’s whereabouts at all times, and handle urgent calls with appropriate judgment.
* Arrange (including selection of date, time, and location) internal and external meetings (internal meetings typically required extensive coordination).
* Conduct extensive online and off-line research as requested.
* Compose and type agendas and correspondence for special events, board meetings, committee meetings and development activities.
* Responsible for handling all travel arrangements (domestic and international) including hotel accommodations, airline reservations, rental cars, off-site meeting venues for VP and guests.
* Arrange special meeting facilities (e.g. food, PC projector, etc.); send meeting confirmation emails; prepare and distribute meeting materials.
* Prepared and edited executive level presentations, memorandums, reports & correspondences.
* Manage multiple administrative projects simultaneously & monitor progress to ensure deadlines are met.
* Process and manage travel expense reports & reimbursements.
* Vindicate and process travel requests for approvals by VP & associated team managers.
* Organizing and maintaining files and records
* Handle special projects for the VP.

**Company Name: Nokia Siemens Networks Pvt. Limited**

**Designation:** Cost & Progress Engineer (Vodafone Account)

**Duration:** From November 2009 to December 2010

**Responsibilities:**

* Periodical monitoring and controlling the project progress
* Over all deployment and maintenance of project progress and processes tools
* Estimating and analysing variances in roll out schedules and lead times
* Implementation of project baselines in the system (e.g. CMPro, SAP)
* Updating of project cost baselines in agreement with changes in customer orders and project scope
* Prepare accrual report on monthly basis to know the cost of the month and cost till date of the project
* Project management and controlling
* Overall Open PO managements
* Independently handling CEN (Carrier Ethernet Network) Project.
* Reconciliation of SAP vs CMPro, solve the mismatch arising out of this.
* Providing necessary and required information related to all vendor Invoicing payments / issues, in in-order for the project to achieve increased cost and project execution efficiency.
* Estimating, monitoring, reporting, analysing and managing the project vendor invoicing in terms of ageing, payment schedule, execution progress against time, milestones and invoicing schedule as agreed in the customer contract.
* Resource cost management.
* Identification of risks impacting the invoicing, duplication of billing, corrective actions for such defects, including the cost of risk mitigation.

**Company Name: Gecom International**

**Designation:** Enterprise Resource Planning (ERP) Co-ordinator

**Duration:** September 2009 – October 2009

**Responsibilities:**

* Collect data from various Ryan International School branches in India e.g. Fees payment, admissions, etc. and generate monthly reports to identify the revenue
* Visit schools at weekend and train teachers with Microsoft Office 2007 e.g. MS PowerPoint for making presentation and use them for teaching purpose, use of electronic boards, solve queries if any

**Company Name: Uniconnect SIM Pvt Ltd**

**Designation:** Telesales Adviser and Administrator

**Duration:** July 2009 – September 2009

**Responsibilities:**

* Make calls to the list of clients of various companies having frequent international visits and showcase the SIM card that would suit them the best during their trip and make deals

**Company Name: NIIT Education Centre**

**Designation:** Faculty (Part-time)

**Duration:** June 2008 – May 2009

**Responsibilities:**

* Assisting students with their lab practicals
* Taking C, C++, and C #programming batches
* Taking Microsoft Office batches and English Speaking batches

# Personal Profile

**Date of Birth :** 16 June, 1986

**Gender :** Female

**Marital Status** : Married

**Nationality** : Indian

**Languages known** : Hindi, Marathi, English

**Hobbies** : Reading, Cooking, Travelling, Fitness

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.

**Sofia Sheth**