

SAPNA SHARMA

PROFESSIONAL EXPERIENCE

1) Currently working with Unifeeder Group

Since: May 4th, 2022

As > Senior Executive Import documentation

2) Posedion Shipping Agency Pvt Ltd.

Since: November – 2020 – May 2022

As > Customer Service Executive

- Looking after imports of Qatar Navigation Line and Bluewater line Mundra.
- Guiding customers on their shipment ETAs and Detention free time, sending timely Arrival Notice, helping them use Abrao portal (KYC + Invoicing), guiding through the required documents, timely generation of DO after checking for payments.
- Following up for container damages. Keeping a track of security deposit, checking and chasing laden long stay units and getting them cleared, system updations and solving client queries at each stage.
- Handling customer request for SEZ/DPD/Nominated CFS and providing them at the time of IGM filling.
- Answering principal and load port queries, as needed.
- Keeping the management and principal updated on the import stats and maintaining appropriate record-keeping.

3) **Accuracy Shipping Limited**

Since: July – 2017 – October 2020

As > SALES MANAGER (SOUTH TERRITORY)

- Presently dealing with our shipping partners in Turkey, Spain, Oman, Iran, Italy, China, Srilanka, Germany etc.
- Identify the customers within the assign territory for Sea Imports of Marble blocks, Tiles, Marble Slabs and granite at Chennai , Tuticorin , Krishnapatnam, Hazira, Mundra port
- Coordinating with shipper overseas and client here in India directly
- Taking care of shipment from onboard at port of loading till discharge at Port of destination
- Documents verification

- Quoting accurately to client for all costing and advising them best shipping solution to minimize cost and transit time
- Follow up with clients , Sales calling , maintaining data base and creating new business development
- Coordinating with shipping liners and billing of shipment
- Achieving the target of 250 containers each month
- To give best customer service by keeping them updated of import shipment

SKILLS

- Good Interpersonal and Communication Skills
- Determined, Adaptable and Flexible to job location
- Commitment for work
- Working as a team member
- Good command over Computer.

SPECIALISATION

Major: MARKETING

Minor: FINANCE

EDUCATION

No.	DEGREE	COLLEGE	YEAR	BOARD / UNIVERSITY	%
1	PGDM.(MARKETING AND FINANCE)	<i>TOLANI INSTITUTE OF MANAGEMENT STUDIES</i>	2016	AICTE APPROVED	74
2	B.COM	<u><i>TOLANI COMMERCE COLLEGE</i></u>	2014	KUTCH UNIVERSITY	68.19
3	H.S.C	<u><i>KAIRALI ENGLISH HIGH SCHOOL</i></u>	2011	GUJARAT STATE BOARD	78.71
4	S.S.C	<u><i>KAIRALI ENGLISH HIGH SCHOOL</i></u>	2009	GUJARAT STATE BOARD	81.85

ADDITIONAL QUALIFICATION / CERTIFICATE COURSE DONE

SUMMER INTERNSHIP

Name of Organization : Gandhidham Mercantile Cooperative Bank

Project Title : Risk Management at GMCB

Duration : 1.5 month

Internship Assignment

This study is attempted with an objective of getting knowledge regarding risk management at GMCB.

To study core banking day to day operation and to get practical experience

The studies also do the analysis of activity and understand the various types of risk attached and its measuring tools

OTHER COURSE PROJECTS UNDERTAKEN

Subject: Management Information System

Topic: Understanding Management Information System

Organisation: Welspun Pipes Limited

Subject: Production and Operations Management

Topic: Understanding Production Process

Organisation: Vifor Pharma Private Limited

Subject: Managerial Economic

Topic: Market Demand Analysis of HDFC Bank Products

Organisation: HDFC Bank

Subject: Strategic Management

Topic: Understanding Organisation Strategy

Organisation: Liladhar Pasoo

Subject: Supply Chain Management

Topic: Logistics Operation of Kutch Mitra

Organisation: Kachchh Mitra

Subject: Entrepreneurship

Topic: Sainik Seva

Subject: Consumer Behaviour and Management

Topic: Understanding Consumer Behaviour Online shopping versus offline shopping

INDUSTRIAL VISIT

SURYA PIPES PVT LTD

ADANI PORT

SOCIAL PROJECT

Creating awareness about traffic rules and management by conducting campaign in school and colleges

PERSONAL

DATE OF BIRTH : January 1st, 1993
ADDRESS : Survey No 165 Plot no 246 Radhekrishna society
Meghpar Borichi Anjar Kutch
E-mail : sapnasharma1768@gmail.com
Mobile : **9737625808**
GENDER : Female
MARITAL STATUS : Unmarried
LANGUAGES KNOWN : (i) Mother Tongue: Dogri.
(ii) Others: English, Gujarati, Hindi
HOBBIES : Reading, Traveling, Dairy writing, meditation,
Playing badminton

Your 's Faithfully

(Sapna Sharma)