# Career objective:

I want to be employed in a position requisite of my skills and abilities. I want to be able to challenge myself and be able to achieve set benchmarks, exceed expectations, create the new milestones and be a valuable asset to the department/organization that I work in. I want to play a part in driving profitability and reduce variability where I am placed, optimizing growth and progress. I am an individual of integrity, hardworking and self-motivated with good communication skills and the eagerness to learn.

# Experience

* I have worked as a Senior Associate with 5.6 years of experiences under **WNS GLOBAL SERVICE PVT LTD**.
* Expertise in achieving revenue and business growth objectives in highly competitive environments.

# Key Responsibilities:

* Releasing the equipment to the customer for an export shipment.
* Registering the sub-leased in sub leased out and leased in leased out contract.
* Understanding moves of container by thoroughly observing booking history.
* Error Data Interchange (EDI) clearing the moves from error data and process through OPUS.
* Shipment tracking and updating to the customer on timely basis.
* Processing the moves which is received through EDI file and from depo attachments.
* Clearing the moves in error file by contacting front office people.
* Handled queries and resolved them in short span of time by using various resources and continues fallow up with respective people.
* Maintained 100% accuracy in the process.
* Handling lot of mails on daily basis from customer and on-shore team.
* Prepare weekly report and updated the same to the manager for process development.
* Played a key role in process migrations and supported to team members in understanding the process during migration.
* Good knowledge of Excel and related specialist logistics software.
* Hands on experience in MS excel & Google Sheets
* Allocating work to the Team
* Ensuring that the weekly, monthly reports are sent to the client on time.
* Presenting process level reports to the management during the Review Meeting
* Write step by step process of Reports (SOP).
* Trained associates on daily operations, created assisted Team leader in creation of various internal reports

# Education

* Bachelor of Technology in Computer Science and Communication Engineering (2010-

2014) with 70% at Dhruva Engineering College, Near Toopranpet, Nalgonda.

• Intermediate (2008-2010) with 84% at Sri Narayana College, Hyderabad.

• Secondary school of Education with 70% at San Juan Vidya Niketan

# TOOLS USED:

* Advance knowledge in MS-Office in all version
* Certified in advanced excel by Microsoft

# STRENGTHS

* Hard working and Abilities to resolve the discrepancies.
* Proficient in standard PC, Email and Internet operations.
* Dependable and truthful.
* Ability to keep calm under pressure.

# PERSONAL DETAILS:

Name : Pallerla Radhika

Fathers Name : P. Krishna Murthy

Date of Birth : 19/11/1992

Marital Status : Married.

Languages : English, Telugu.

Address : Block 16, Flat-202, near Ushodya Super Market, Pocharam (Municipality) 500088

**Place**: Hyderabad

**Date:** Pallerla Radhika