

CURRICULUM VITAE

S.Dharani
No.36/40,Arunachallam street,
Purasawalkam,
Chennai – 600 0007.
Email ID: dharanisaravanan2006@gmail.com
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Career Objective:

Intend to build a career with committed & dedicated people, which will help
To explore myself fully and realize my potential. Willing to work as a key
Player in challenging & creative environment.

Academic Credentials

Standard/Degree	School/College	Year of passing	Marks Obtained
S.S.L.C	Our Lady of Velanganni Matriculation Higher Secondary School. Chennai - 600 049	1993	60%
HSC	Our Lady of Velanganni Matriculation Higher Secondary School. Chennai - 600 049	1995	75%
B.Com	Valliammal College For Women Chennai - 600 102	1999	68%

Technical skills:

- PGDCA in COMPUTERS
- Experience in working with Word, Excel, Internet, Outlook Express, online bookings and BL draft
- Higher Grade in English Type Writing
- Tally

Working Experience:

Job Designation: **ACCOUNT ASST.**

Duration: **JUNE 2002 – APRIL 2004**

Company Name: **BALAJI FINANCE, PURASAWAKKAM, Chennai-7**

Job Profile:

- Maintaining of Bank Accounts
- Maintaining Bank Balance with Coordinating with Customer
- Updating Monthly report
- Issuing loan to Customer obtaining appropriate docs
- Follow up for the payment
- Bank Reconsillation

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Job Designation: **EXECUTIVE**

Duration: **May 2004 – June 2006**

Company Name: **Daeshan Trading (India) Pvt Ltd, T.Nagar.**

Job Profile:

- Prepared company accounts and tax returns for audit
- Personal Account Auditing
- BRS

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Job Designation: **Senior Executive (Freight Forwarding)**

Duration: **Since March 2007 TO JAN 2013**

Company Name: **Unisped Logistics Pvt Ltd., Egmore, Chennai – 600008.**

For Sea Exports

- Create Booking for Ocean Shipments Liner
- Rates Enquiry
- Create Quotations to Shippers
- Verification of Invoice, Packing list, shipping bill
- Coordinating with CHA
- Communicating with Overseas agents & customers through E-mail for their and our requirements
- Preparation of Pre alert set (Master Bill of Lading , House Bill of Lading , Bill of lading releasing process)

- Preparation of Invoice and records maintaining
- Fumigation arrangements
- Cargo Insurance arrangements
- Container survey arrangements
- Arranging payments to shipping line

For Air Exports

- Create Booking for the Air Shipments with Airlines/Ocean Liner
- Rates Enquiry
- Create Quotations to Shippers
- Verification of Invoice, Packing list, shipping bill
- Coordinating with CHA
- Communicating with Overseas agents & customers through E-mail for their and our requirements
- Preparation of Air Export Pre alert set (Master Airway Bill, House Airway Bill, Security & Scanning Letters, Manifest)
- Preparation of Invoice and records maintaining
- Fumigation arrangements
- Cargo Insurance arrangements
- Preparing CSR Report and making payment to Airlines

Job Profile: For Sea Imports

- Preparing Sea Routing Orders to Overseas Agents.
- Receiving various carrier rates and sending the quote to the customer
- Sending Pre alert to Customer
- Sending Manifest docs to the Shipping line
- Shipment follow up and reporting to customers.
- Issuing of Delivery order
- Coordinating with CHAs
- Preparing Invoice and maintaining records

Job Profile: For Air Imports

- Preparing Air Routing Orders to Overseas Agents.

- Receiving various carrier rates and sending the quote to the customer
- Sending Pre alert to Customer
- Sending Manifest docs with Customs
- Coordinating with Airlines for arrivals
- Shipment follow up and reporting to customers.
- Issuing of Delivery order
- Coordinating with CHAs
- Preparing Invoice and maintaining records

For Sea Exports (CHA)

- Receiving booking request from shipper
- Co-ordination with shipping line for rates
- Create Quotations to Shippers
- Placing the booking with shipping line and receiving booking confirmation
- Forwarding to transporters and receiving the documents
- Preparing the checklist, Phyto, fumigation, coo and getting approval from shipper
- getting the cargo samples from shipper and arranging NOC letter from authorized services
- Filing the shipping bill and obtain Form 13 from shipping line submitting the exporter copy to shipping line. Follow for M.R and EP copy.
- Updating the vessel schedule and couriering the originals to shipper

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Job Designation: Senior Executive

Duration: Since JAN 2013 to DEC 2013

Company Name: LP (INDIA) LOGISTICS PVT LTD,
HARRINGTON ROAD
CHETPET,
CHENNAI - 600031.

Job Designation: Senior Executive (CHA)

Duration: Since JAN 2014

Company Name: DLC FORWARDERS PVT LTD,

HARRINGTON ROAD
CHETPET,
CHENNAI - 600031.

Personal Information:

Name : S.DHARANI
Date of Birth : 20.09.1978
Nationality : Indian
Gender : Female
Languages : English, Tamil
Marital Status : Married
Hobbies : Reading & listening to music

Declaration:

The above said details about my career and my profile details is correct according to my knowledge.

Thanking You,
your's faithfully,
(S.DHARANI)

Place: Chennai