



# PRACHI S HEGDE

SHIPPING AND DOCUMENTATION EXECUTIVE

## PROFILE

Dynamic Logistics and Supply Chain Management Specialist seeking a challenging role to apply expertise in documentation, inventory management, and process optimisation. Committed to driving operational excellence through best practices and innovative solutions, with the focus on streamlining transportation and warehouse operations for organisational growth.

## CONTACT

- +971509168634
- prachihegde3@gmail.com
- Dubai, United Arab Emirates
- Passport No. Y1783766
- Visa Details : Visiting Visa

## EDUCATION

PG Diploma In Logistics & Supply Chain Management

Springs Institute of Logistics & Supply Chain Management, Mangalore-Nov 2023 - Jun 2024

Bachelors of Commerce

MPM First Grade College, Udupi-Jul 2019-Sep 2022

Pre-University Certification: Commerce Studies

SVT Women's PU College, Udupi-Jun 2017-Mar 2019

SSLC

2017

Govt Comp High School Renjala, Karkala, Udupi

## SKILLS

International Shipping Documentation, SAP (Material Management), Inventory and Warehouse Management, Import and Export Compliance, Data Analysis and Process Optimisation, Vessel Berthing and Cargo Handling, Logistics coordination, MS Excel, MS Word, Communication Skills, Adaptability, Attention to Detail, Analytical Skills, Leadership.

## LANGUAGES

- English - Full Professional Proficiency
- Hindi - Professional Working Proficiency
- Kannada - Native or Bilingual Proficiency

## WORK EXPERIENCE

### Shipping And Document Executive

Document Desk | Mangalore

2024-05-31 - 2025-01-14

- Prepare and verify shipping documentation such as bills of lading, packing lists, and invoices.
- Ensure compliance with international and regional shipping regulations and requirements.
- Coordinate with freight forwarders, customs brokers, and other logistics providers.
- Maintain accurate records of all shipping documents and transactions.

### Logistics Customer Service Executive

Document Desk | Mangalore

03-02-2023- 30-10-2023

- Managed inbound and outbound shipments, ensuring timely delivery and accuracy.
- Provided exceptional customer service by addressing inquiries and resolving issues promptly.
- Coordinated with carriers to schedule shipments and track order progress.
- Processed freight bills and maintained accurate shipping records.
- Monitored inventory levels and assisted in stock replenishment.
- Collaborated with team members to improve logistics processes and efficiency.
- Trained new staff on customer service protocols and logistics software.

## PROJECTS

### NEW MANGALORE PORT STUDY

Analyzing Port Operatives

Duration - week

Delivered an in-depth report on port operations with actionable recommendations for improving logistics efficiency and operational workflows.

### INDUSTRIAL VISIT TO COCHIN PORT STUDY:

Analyzing Port Operatives

Duration - week

Gain practical insights into real-world operations, including warehousing, transportation, inventory management, and other supply chain processes.

## Achievement

Certified in SAP (Material Management)

Certified in International Shipping and Documentation