

Sonali Paryani

+91-8446403137

Sonaliparyani222@gmail.com

Highly motivated logistics professional with over 2 years of experience in logistics and supply chain management. Adept at handling complex logistical documentation, ensuring timely and accurate processing, and improving operational efficiency. Recipient of Employee of the month award. Seeking to leverage expertise in customer service, documentation management, and logistics coordination in a dynamic team.

KEY COMPETENCIES

Process improvement	Report writing and presenting	Strong interpersonal skills
Efficient in meeting deadlines	Critical thinking skills	Proactive and self-motivated
Customer Service Excellence	Excellent communication skills	Exceptional organisational skills

PROFESSIONAL EXPERIENCE

CMA CGM

Jan 2024 - Present

Senior Logistics Officer - Documentation

- Prepare and review all necessary import documentation, including Commercial Invoicing, Lodgment of containers.
- providing all required documentation and addressing any inquiries or discrepancies that arise.
- Stay updated on changes in import regulations and customs policies to ensure all documentation meets legal requirements, reducing the risk of delays or penalties.
- Maintain accurate and organized records of all import documents in compliance with company policies and legal requirements, utilizing logistics software for efficient data management.
- Assist in training new team members on import documentation processes, promoting best practices and adherence to compliance standards.

XpressBees

Dec 2022 - Dec 2023

Operations Executive

- Coordinated daily shipping schedules, ensuring optimal use of resources and timely delivery of goods.
- Maintained strong relationships with clients by addressing concerns promptly and ensuring service quality.
- Prepared weekly and monthly reports on logistics operations, providing actionable insights for management.

EDUCATION & CERTIFICATIONS

Bachelor of Commerce

Diploma in Digital Marketing

Social Media Marketing Specialization

Logistics and Supply Chains - Fundamentals, Design, Operations

Supply chain and logistic management

INTERESTS

- Volunteering
- Reading
- Travelling
- sports and Fitness

LANGUAGE

- English
- Hindi
- Sindhi