

RESUME

Ms. Sonal Bhavaku Patil.

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CAREER OBJECTIVES

Highly motivated and detailed orientated professional with over 1.5 years of experience in logistics industry, seeking Operation Head (Sea). Proven track records in operating shipments, documentation, CS, building strong relationship with liners, CHA, and transporters with ensuring smooth transit of cargo.

Looking for a strong platform to utilize by skills, abilities and knowledge for company's growth, benefit and my professional growth.

PROFESSIONAL SYNOPSIS

- 1.5 years of rich and valuable experience in the field of logistics sea operations export and import with customer support.
- Experience in working with JYT Logistics Pvt. Ltd., as Operations Head -Sea export and import.
- Effective communicator with excellent interpersonal and organizational skills.
- Expertise in developing and monitoring the logistics network, liners, CHA & ensuring smooth process of cargo.
- Demonstrated abilities in addressing operational issues, resolving performance bottlenecks and achieving desired objectives.
- Skillful in Customer Relationship Management.

ORGANIZATIONAL EXPERIENCE

Company Name	JYT Logistics Pvt Ltd
Designation	C S Executive & Operation head
Role	Operations Export & Import LCL/FCL

Key Responsibilities:

- Operating Sea import and export functions and processes.
- Maintaining data of shipments from liners, CHA and Transporter.
- Coordination of Sea export and import shipments and their respective documentations, custom Clearance, formalities and Billing.
- Arrange sea cargo booking with carrier, Co-loaders and Agents.
- Organizing with transportation vendors on pick up and deliveries.
- Maintained accuracy and integrity of all logistic information.
- Following up of arrival of ocean cargo with respective Liners or freight forwarders and confirm the same to the clients.
- Coordinate with clients for necessary documents for Customs clearance.
- Updating the clients regarding the status of consignments from time to time.
- Ensuring the Filing of shipping bills and BOE is done properly and timely as per customer requirement.

- Looking after the custom clearance of shipments and informing the same to customer.
- Keeping updates of new notifications and circulars of the customs to ensure smooth clearance
- Preparing daily, weekly and monthly consignment statements and provide the same through e-mail
- Coordinating with transport department of the organization to ensure timely delivery of the consignment to the clients
- Ensure proper coordination with the clients.
- Create and maintain comprehensive client SOPs and work closely with operations and customer service teams
- Work as a Consultant for the assigned clients.
- Excellent oral and written communication skills; including proof reading and editing ability
- Strong team work skills with other Assistants and the Director's direct reports
- Customer-oriented and strong negotiation skills.

ACADEMIC QUALIFICATION

I have completed Post Graduate Diploma in Management with specialization in Logistics and Supply Chain Management. & Graduation in Science with specialization in Chemistry (BSC) studied from Yashwantrao Chavan college affiliated to Shivaji University and have completed earlier studies from Karnataka Board.

DEGREE	BOARD/ UNIVERSITY	SCHOOL /COLLEGE	YEAR OF PASSING	PERCENTAGE
Masters (Supply chain and Logistics)	Pune	MITSDE (Alandi)	October 2022	9.33 Out of 10(CGP)
Graduation in BSC.(Chemistry	Kolhapur	Yashwantrao Chavan College, Halkarni	November 2020	86 %
H.S.C.	Karnataka	Maratha Mandal PUC college, Belgaum	Feb 2015	69.20%
S.S.C.	Karnataka	Maratha Mandal School, Belgaum	March 2013	70.%

IT COURSES

- Tally ERP
- MS-CIT
- English Typing

STRENGTH

- Willingness to learn
- Effective communication skills
- Strong negotiation skills
- Good convincing power
- Quick learner
- Commitment to collaboration and team work

PERSONAL INFORMATION

- Date of Birth: 18th November 1997.
- Nationality : Indian
- Marital Status: Married

DECLARATION

I hereby declare that the above given information in details is true to the best of my knowledge and belief and I am also willing to give my best for the company.

Date:

(SONAL BHAVAKU PATIL)