

CURRICULUM VITAE

Naresh Anthony

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Career Objective:

To attain such a position in an organization where I can get maximum knowledge and utilize it to the Full for the benefit of the organization. I believe I have what it takes to be a part of a winning team- Commitment & ambition.

Currently Working: Maersk (July 2021 to till date)

Position: Process Expert

Team: Commercial Team

- Dealing with the Customers with all end-to-end process from export to import.
- Doing customs release and delivering the containers to the customers
- Currently looking after all import shipping process in terms of Customs delivery of the container and also to arrange the delivery of the container as per the vessel scheduled door to door delivery and port releases

Work Experience: CMA CGM (JUNE 2018 to July 2021)

Position: Customer service executive

Team: Operation (Equipment department)

Job responsibilities:

- Checking the container moves from port of loading to port of discharge.
- Identifying the container move with certain move codes (gate-out or gate-in) whether it's in the port or at terminal and action accordingly.
- Coordinating with agency regarding container queries or RFI as per SOP.
- Tracking the container move of all global countries within deadline.

Work Experience: Hapag Lloyd global service (November 2015 – MAY 2018)

Position: Customer service coordinator

Team: Operation (Accounts payable)

Job responsibilities:

- To audit the file which is provided by the area (Hamburg) by various vendor with their requirements
- To match the supplier rate with Hapag rate
- Processing invoice via SAP for different vendors from all over the world.
- We use to work globally.
- Communicating with people from Europe, North America and Middle East.
- Hapag takes services from different vendor such as parking containers, chassis delivery for this services vendor send invoices to Accounts Payable department.
- We update the invoices and send it to area for payments to vendor.
- Coordinate with customers for any queries with regards to their bill payments and rating.
- We do Audit and process the invoice as per the area's requirement.
- Handling disputes regarding credit memo and finding the reasons with feedbacks and comments.
- Preparing of Reports in Excel (Vlookup, pivot)& PPT files, prepare chart & graphs
- Experience of providing the training session for fresher.
- Pre- auditing the invoices for hyper care customers.
- Making records of Daily work.
- Providing solutions to problems, within guidelines.
- Maintaining high level of data quality

Achievements at Hapag Lloyd global service

- Rising star award for the process SIV (supplier invoice verification)
- Superstar Nomination for the process SIV (supplier invoice verification)
- Also achieve Best presentation award in the month MAY 2016.

ATTRIBUTES

- Ability to learn and adapt quickly.
- Flexibility and Willingness to learn.

- Relate well with people.
- Dedicated, Hard Working, full of Endurance and Result Oriented

Educational Qualifications:

- B. Com (in the year 2014 from Mumbai University)
- HSC (from bright junior college in the year 2010 from Maharashtra Board University)
- SSC (from S.V.V English medium school in the year 2008 from Maharashtra Board University)

Personal Profile:

Date of Birth : 4th August 1992
Gender : Male
Marital Status : Single
Nationality : Indian
Hobbies : Listening music & playing cricket.

I assure you that if given an opportunity to prove my abilities. I will prove my skills to the best.

Place: Mumbai

Date: