

## RESUME

**Ms. Sonal Bhavku Patil.**

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Sancoale, Goa - 403726**

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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**

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

#### **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.

<b>DEGREE</b>	<b>BOARD/ UNIVERSITY</b>	<b>SCHOOL /COLLEGE</b>	<b>YEAR OF PASSING</b>	<b>PERCENTAGE</b>
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: 18<sup>th</sup> 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)