

# 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