

RESUME

Career Objective

To associate myself with an organization that will provide a work environment in which I can work to my highest potential efficiently and make significant contribution towards growth by utilizing capabilities that I have gained through my education and work experience.

Personal Details

NAME : **PALLAVI S. NAIK**

ADDRESS : 312/14, Abhimanshree CHS,
Sector - 3, Charkop,
Kandivali (W), Mumbai – 400067.

CONTACT NO. : 022- 28698441
8879141516 / 9867681359

Email- id : shailavi.naik@gmail.com

DATE OF BIRTH : 21ST June, 1976

RELIGION : Hindu (GSB)

MARITAL STATUS : Married

**LANGUAGES
KNOWN** : English, Hindi, Marathi & Konkani

ACADEMIC QUALIFICATION: Graduation in the year 1998 with Commerce Background.

**COMPUTER
KNOWLEDGE** : **Diploma in Computers Management from DATAPRO.**

ADDITIONAL QUALIFICATION: **PG Diploma in EXIM from Wellingkars in 2014**

WORK EXPERIENCE : Presently working for **Visen Industries Limited**.

Duration : Since November 2011 till date

Designation : Senior Export Coordinator and Logistics Manager

Profile –

Sales Coordination :

Coordination and followup with the international customers for confirmation on order, PI acknowledgment and for PO.

Updating the shipment schedule and mailing scan copies of documents prior to dispatch of Original set through a/cs.

Updating dispatch details.

Production Planning :

To update plant on new orders and followup with the plant for production updates and plan for shipment as per the schedule.

Freight Negotiations :

Negotiating & Finalising with vendors / freight forwarders for the freight and other cost involved in movement of goods.

Finalization on the line and confirming for booking.

Escalation of issues and negotiation finalization for freight and other contracts.

Keeping track on receipt on OBL.

Logistics:

Planning for transportation & monitoring till the container is gated in as per vessel schedule.

Monitoring the mis for inland logistics cost & scrutinise the actual logistics cost against budgeted cost and minimising the buffer movements and detentions at either points.

Communicating with buyer / freight forwarder for issues / queries related to shipment.

Custom clearance /compliances :

Monitoring custom clearance, on board confirmations to comply with regular export procedures.

Pre-shipments:

Checking of documents made by documentation dept, monitoring & verifying mis for pre shipment plan.

Post shipment:

Monitoring and verifying post shipment status for timely dispatch of commercial set of documents consignee set /buying agent set /finance set needed to be sent to buyer through bank or directly.

Monitoring the preparation of weekly plan for dispatch of commercial documents to a/cs department and circulating the same to finance and documentation team.

To understand and resolve queries related to shipment at POL & POD.

Payment :

Keeping track on payment status.

Following up for payment as per due date.

Worked for **JMD MARKETING PVT.LTD.**

Direct Associates of **ICICI Bank Ltd, Axis Bank Ltd, HDFC Bank Ltd, Tata Capital Ltd - Auto Loans)**

a) *Duration* : From August 2004 till October 2011 as Finance executive (New & Used cars)

Profile

- Giving Quotations to the clients
- Making of Account Checklist
- Arranging for clients documents for Pre & Post Disbursal of autoloans
- Closing the accounts of clients by making payments to dealers
- Making of Debit notes
- Making payments to Vendors
- Cross checking of Bills & payments made to RTO agents & Valuators
- Cordination with Bankers, Customers & Inter departments
- Solving MIS as received from Bank
- Reporting to department head
- Drafting mails for the manager

b) *Duration* : From April 2002 to July 2004

Profile : Customer care executive.

(co-ordination with the bank & coporate clients & customers)

c) *Duration* : From August 2000 to March 2002

Profile : Backoffice Assistant

Worked for **DAILY EXCHANGE RATES AND INFORMATION SERVICES.**

Duration : December 1998 to August 2000.

Designation : Office Assistant (Steno & Secretarial work)

Signature
(Pallavi S. Naik)