

PARV ASTHANA

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Job Objective:

- To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Profile Summary:

- An effective communicator possessing excellent presentation & soft skills with honed management, logical and problem-solving abilities.
- Planning and implementation all import and export transportation strategies according to all supplier and customer demand and administer internal movement of all goods and ensure compliance to all government regulations.

Work Experience:

- Working in **Columbus Integration Services Pvt Ltd** as an Import & Export Operations Asst. Manager since 2018.

Responsibilities:

- Handling the import - export consignments on daily basis.
- Coordinate and follow up from the shipping lines as well as the airlines for the shipments.
- Responsible for follow-up from Overseas Agents for dispatch of material along with join up documents.
- Liaison with Accounts Dept. for timely releasing for all import related payments.
- Working closely with ocean carriers / freight forwarders, customs brokers and trucking companies.
- Prepare all customs documentation for the Customs broker.
- Maintain a good file flow system for all shipments.
- Coordinate and give regular updates to the customer regarding their shipments.
- Preparation & review of Booking, Shipping Instructions, Bill of Lading, Airway Bills & Delivery Orders.

- Worked in **Tribond Logistics Pvt. Ltd.** as an Import & Export Coordinator during 2016-2018.

Responsibilities:

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- Working closely with ocean carriers / freight forwarders, customs brokers and trucking companies.
- Prepare all customs documentation for the Customs broker.

Educational Details:

- Bachelors in Business Administration from Jamia Millia Islamia Distance Education College, New Delhi in 2019.
- Intermediate from National Institute of Open Schooling in 2016.
- High School from J.D. Academy in Year 2014.

Key Skills:

- MS Excel Intermediate Skills (Creating dynamic reports with PivotTables, building formulas, Cell formatting, managing large datasets with functions, Building charts and graphs, etc.
- MS Word Intermediate Skills (Formatting documents, Building templates, etc.)

Personal Details:

- Date of Birth: 23rd Dec'97.
- Languages: Hindi, English.
- Father's Name: Mr. Pradeep Kumar
- Address: B-3 Ashok Vatika Appt. Lajpat Nagar Sahibabad Gzb. U.P. 201005
- Salary Expected: Negotiable