



**S.KALPANA, B.COM. L&S.**

## CAREER OBJECTIVE

I would like a career that gives me a rich exposure through diverse assignment and working with people of high caliber.

I would constantly look out for challenges, which would help me to achieve my personal and professional goal.

## CONTACT

**971-565848916**

**971-521499019**

**+919940457832 (WhatsApp)**

### EMAIL:

**kirthikashruthiegm56@gmail.com**

**Passport no: U9938614**

**Visa Status: Residence (Jan 2024)**

## SKILL STRENGTHS

- Willingness to learn
- High level integrity
- Be responsible & trustworthy towards work
- Ability to take up all challenges with passion & commitment

## WORKING EXPERIENCE

### ➤ CARGO SAVVY PRIVATE LTD (SINGAPORE)

**DESIGNATION:** Operation Executive / Customer Service

**DURATION :** Dec 2018 – Dec 2021

**FIELD :** Freight Forwarding & Logistics

### Air Export:

- ✚ Getting cargo status from the shipper
- ✚ Coordinating with CHA, IATA Nominated agent for schedule and filing SB
- ✚ Getting Schedule from Agent and advising the schedule to CHA and shipper
- ✚ Preparing Sales invoice against shipper
- ✚ Create Import and Export job
- ✚ Sub Certificate for console Shipments (Sea & Air)
- ✚ Permit Declaration / Verification
- ✚ IG Permits
- ✚ Sending shipper Docs Airway bills and permits
- ✚ Preparing Collection Reports / Pickup details
- ✚ DSR on Daily Basis
- ✚ Customer Co-ordination

### ➤ COMPUTER AGE MANAGEMENT SERVICES (CAMS)

**Designation: Birla Mutual Fund**

**Role: Customer Service and Transmission**

(CDPU, NFT Process, UBO Registration, Updating of Banking details - Name, Address, PAN number, Mobile number, e-mail id, Bank account details, correction of errors, Purchase

### ➤ HDFC Bank Part of HDB Financial services

**Role: Sales Officer** (Home loan, Car loan, Property Loan, Gold loan, Car refinance)

### ➤ EMINENT SOFTWARE & SOLUTIONS PVT. LTD.

**Role: Software Developer** in International Voice Processing (US Clients from Health Insurance Department)

## COMPUTING SKILLS

- + General: Basics of Computer hardware & software
- + Honors Diploma in Computer Application (HDCA)
- + Good in using MS-Office (MS-Word, MS-Excel, MS-PowerPoint) and C Language.

## REFERENCES

Unni Krishna menon - (AGM)

[sreekanthi@cargosawvy.sg](mailto:sreekanthi@cargosawvy.sg)

Cargosawvy PTE. LTD (Singapore)

## PERSONAL PROFILE

Umm Al Quwain (UAE)  
United Arab Emirates

### Date of Birth:

27.06.1994

### Gender:

Female

### Marital Status:

Married

### Languages Known:

Tamil, English & Malayalam.

## ACADEMIC RECORDS

### Professional Diploma in Shipping & Logistics

Indian Institute of Logistics

2018

80%

### B.COM

Madras University

2015

70%

### XII - HSE

Dharam Hindhuja

Mat. Hr. Sec. School

2012

65%

### X - SSLC

V.C.H.S. Hr. Sec. School

2010

65%

## INTERNSHIP

### Final Project: HUMAN RESOURCES MANAGEMENT

- Company: Chennai Petroleum Corporation Limited (CPCL)
- Duration: 3 Month
- Period: May 3 to August 5.

### Final Project in SHIPPING & LOGISTICS

- Company: Flomic Logistics – Air and Sea Import and Export.
- Duration: 3 Months
- Period: June 18 to September 18, 2018
- Experienced in the departments of Operations, Documentation, Accounts and Admin.

## DISSERTATION

- Employees' engagement at CPCL to know how employees are committed for job and the achieving the goals of the organization.
- Analyzing their behavior.

## DECLARATION

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge.

Date:

Place

(S. KALPANA)