

Curriculum vitae

Ms. PRITI SANJAY TARTE

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Lakeshore Greens, Taloja Bypass Road, Palava City
Phase 2, Dombivli (East) Pin code - 421204
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CAREER OBJECTIVE

To build a career in logistics & supply chain management which provides continuous learning opportunities to expand my knowledge, and potential.

EXPERIENCE

CREST CONTAINER LINES PVT LTD.

Documentation Executive

February 2021– October 2021

- Co-ordination with shipper & shipping line to facilitate smooth trade.
- Creation of all export documents such as VGM copy, Form 13, shipping instructions to carrier, House BL draft, loading confirmation, pre alert.
- Resolve issues related booking, invoices with carrier.
- Regular communication with shipper regarding SI, BL draft, BL release.
- House and Master Bill of Lading release after payment.
- Informing loading confirmation to shipper & pre alert to overseas agent.
- Co-ordination with overseas agents related shipment.

CMA CGM Shared Service Centre (India) Pvt. Ltd.

Customer Care Executive (Documentation Officer)

July 2019 – February 2021

- Manifest containers into the port system for cargo arriving into the United Kingdom.
- Generate shipping bill invoices, calculate accurate rates and validate information.
- Resolve overseas agent queries over mail & release containers to consignee using software.

SKILLS

- Communication Skills
- Presentation Skills
- Social Media Marketing Skills

COMPUTER SKILLS

- Digital Marketing Course
(Certified by Google & FICCI)
- Google Analytics Certification
- Well versed with MS-Office-
PowerPoint, Excel, Word &
Outlook
- MS-CIT (1st Rank- 86%)

LANGUAGES

- Well versed English, Hindi,
and Marathi

PROJECTS

- Export Opportunities in India
(Black Book)
- Tulip Mania.

HOBBIES

- Travelling and learning new
things.

EDUCATION

Narottam Morarjee Institute of Shipping, Mumbai

Post Graduate Diploma in Shipping Management & Logistics
(PGDSM&L)

JULY 2020 - Appeared

Garware Institute of Career Education and Development Mumbai University

Post Graduate Diploma in Custom Clearance and Freight
Forwarding (PGDCC&FF)- 69.20%

JULY 2019 - OCTOBER 2020

S.K. Somaiya college of Arts, Science and Commerce, Mumbai University

Bachelor of Management Studies B.M.S (Finance) -76.96%
MAY 2016 - MAY 2019

Model College (Dombivli)

HSC/ 12th (COMMERCE) - 81.54%

MAY 2014 - MARCH 2016

R.V. Nerurkar High School (Dombivli)

SSC / 10th - 87.20%

JUNE 2004 - MAY 2014

ADDITIONAL QUALIFICATION

Alliance Institute of Export Import Management, Navi Mumbai.

Diploma in Import & Export Management and
Documentation

DECEMBER 2018 - APRIL 2019

Ms. Priti Sanjay Tarte