

SANJAY BOHRA
SHIP BROKER & OPERATIONS EXECUTIVE

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OBJECTIVES

I want to have a responsible position in an organization, where I can get the opportunity to bring the best of my creativity, talent and technical knowledge garnered over the past years. I wish to grow and carry the same momentum to bring an inclusive growth for the people around me. Learning from people around me always drives me to achieve better results. I believe in multiculturalism and like to work with people from all around the world.

POSITIONS HELD AND RESPONSIBILITIES

**i) *Worked as Operations Executive at Capella Shipping Private Limited [Jun. 2019 – Nov. 2020].
Handled complete operations and concluded 3 fixtures for clients.***

- * *Coordinating with clients over phone, mails, chat for resolution of all the issues and disputes.*
 - * *Generating hire invoices on behalf of charterers.*
 - * *Negotiating with clients to fix cargo and deals between parties.*
 - * *Handled vessel operations for clients ranging from Med to F. East and S.E. Asian region.*
 - * *Have been on Business Development trip.*
 - * *Drawing agreements terms recap and making charter parties.*
 - * *Approaching new companies for Business Development.*
 - * *Resolving & cross-checking BL, LC, LOI irregularities obtained from counter-parties.*
 - * *Issuing Port Clearance instructions as per clients needs.*
- Resigned from work at Capella Shipping to complete PGDM course.***

ii) *Worked as Documentation cum Assistant Shipping Executive at Interocean Shipping India Private Limited [Oct 2017 – Feb 2019].*

- * *Coordinating with clients over mails, phone and chat for resolution of all the issues and disputes.*
- * *Appointing surveyors for the vessels coming under agency on Indian ports.*
- * *Updating vessel ETA, vessel itinerary, discharge/load status and figures, berthing prospects, discharge, sailing time to all the parties concerned.*
- * *Coordinating with the local offices to gather all the information regarding vessel status, then sorting and sharing only the relevant information to the concerned parties.*

- * *Expertise in handling multiple ships simultaneously at different major Indian ports as[Jamnagar, Haldia, Kolkata, Vizag, Cochin, Chennai, New Mangalore, Mumbai, JNPT, Kandla, Surat, Paradip].*
- * *Generating Pro forma Disbursement Accounts for the ships arriving at ports and then further chasing owners/charterers for payments.*
- * *Collected daily port positions from all local port offices, arranged them into useful data and shared with all our clients.*

iii) Internship at Fluper Limited as Content Writer[July 2017 – September 2017]

- * *Short internship with the job of writing Business Development articles.*
- * *Wrote 3-4 articles per day and posted them at Wordpress and other promotional sites.*
- * *Implementing maximum usage of keywords to generate maximum search results on search engines for the business.*

STRENGTHS

- * *Adaptability to work in complex circumstances.*
- * *Effective communication skills and team player.*
- * *Enthusiastic and Positive Attitude.*
- * *Time management and punctual.*
- * *Coherently handling Clients requirements and effectively solving diverse problems.*
- * *Fine command over English vocabulary.*

EDUCATIONAL DETAILS

- * *Completed 10th & 12th from St. Joseph's Academy, Ghaziabad [ICSE board].*
 - * *Graduated in Arts from Zakir Husain Delhi College, Delhi University.*
 - * *Post Graduation [M.A.] in English Literature from IGNOU.*
 - * *Post Graduate Diploma in Logistics & Supply Chain from MITSDE, Pune [Graduated 2021].*
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