

BARKHA KHATRI

DOB: 04-Jun-1997

Place: Jodhpur, Rajasthan, India

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CARRIER OBJECTIVES:

To obtain a physically and technically challenging work environment, where I can exercise my current knowledge, strength and skills with a Commitment to level of professional and personal excellence.

PROFESSIONAL SUMMARY:

- Export-Import activities-documentations, handling and coordination with C.H.A., forwarders, transporters, tracking-Interface with third party logistics, and internal export-import operations team members on a day-to-day basis to ensure that all logistics task completed within time frame.
- Negotiation with freight rates and contracts with forwarders, ICDs, carriers, and transporters to ensure maximum profitability.
- Management of all aspects of customer's contract order/shipment management, supply chain.
- Provide regular updates on shipments to internal departments by movement monitor and maintain shipment status via a computer system.

WORK HISTORY:

Logistics Manager in ISQAA SOURCING (Gurugram based Buying Agency)

Jodhpur, India

From Dec. 2022 – Current

- Co-ordination with buyers for the All Logistics operations.
- Place Booking request for export shipments and take daily follow-ups.
- Maintain all documentation and update every shipments detail in Excel.
- Co-ordination with forwarder and Shippers/Exporters for the shipment's status.
- Provide shipping and other documents of dispatched shipments to buyer.
- Maintain the payment data and regular follow-ups with buyer for payment.
- Maintain daily work report and share it with Senior.

Logistics Assistant Manager in LILA HANDICRAFTS

Jodhpur, India

From July 2020 – Dec 2022

- Did work of basic computer operator.
- Printing work of assemblies and stickers for the shipment.
- Maintained all printing records.
- Maintained all the printing and stationary data.
- Placed Booking requests for export shipments and took daily follow-ups.
- Maintained all documentation and update every shipment's details in Excel.
- Rate negotiation with forwarder.
- Processed E-Invoice and E-way for the stuffed container/shipment.
- Co-ordination with forwarder and CHA for the shipments' status.
- Managed bookings, SI and other documents of Forwarder and CHA.
- After shipment dispatch, arranged buyer's documents and shared with the respected Buyer.
- Requested buyer for the shipment against documents.
- Managed LC Based Shipments as per the LC instructions.

- Handle Import shipments, asked rates and processed all the documents.
- Arranged the Channel Documents (All wood legal documents) and other certificates.
- Arranged and managed the Vriksh Audit.
- Managed shipments in which the SHEESHAM wood was exported.
- Managed all the documents before the shipment was ready for the Vriksh Shipment Certificate.
- Submitted documents (Form A, Form B, Form E on Stamp Paper, Buyer Details, wood supply documents/channel and Batch Codes with the used SHEESHAM quantity and balanced quantity.
- Managed Import shipments.
- Arranged all the Import documents from buyer.
- Check the Checklist (Rates, Item no, quantity and other details).
- Processed Duty payment on the Govt. Portal for custom clearance of Import shipment.
- Followed up for the shipment's status and arranged documents.
- Apart from Logistics/ Shipping, worked on items.
- Searched new developments on Internet.
- Managed all sample item records.
- Made stickers of item details in CorelDraw.
- Maintained daily work report and share it with Senior.

Banking Work:-

- Process the Buyer's payment (Inward) in bank.
- Shared documents to concern person in bank for inward process.
- Processed inward in Current, EPC, and EEFC account as per owner's convenience.
- Processed the EPC and PCFC as per owner's convenience and instructions.
- Arranged all the Inward reference number (IRM no.) and shipping bill details form bank and maintained it for the BRC.
- Processed BRCs of all Shipping Bills with the IRM no.
- For the sister Concern Firm of buyer and arranged the TRI Letter (Third Party) for the BRC process.
- Processed this documentation on bank's portal also sometimes manually.
- Submitted the documents in bank which was asked buyer bank's concern person.
- Provided by mail and submitted the requested letters (Indemnity, KYC, etc.) every financial year.
- Processed the Cheques via mail.
- Processed the BULK RTGS/NEFT in bank via mail and sent it to bank.
- Managed Import shipment documents.
- Clearance of BOE in bank after receiving the shipment/container.
- Provided all the import documents for the clearance of BOE via mail and sent to bank for fast process.
- Regular follow-ups with bank for the pending works for the work done.

Tele Caller and Insurance Executive in DEORA HUNDAI

Jodhpur, India

From May 2018 –March 2019

- Tele-calling work of insurance of four vehicles with good benefits of the firm.
- Insurance policies were renewed and mad new policies of cars.
- Maintain daily reports of the customer's response in Excel and share with the senior.

School Teacher in JAISHREE BALIKA SECONDARY SCHOOL

Jodhpur, India

From July 2017 –March 2018

- Teacher of Mathematics subject.

Tele-caller Cum Office Assistant in Telecom Company in RAVINA ENTERPRISES

Jodhpur, India

From May 2016 –Dec. 2017

- Called new customers and suggested them about the Airtel telecom company's new plans and benefits.
- Daily follow-ups and maintained reports of the customer's and their response.
- All data properly maintained in Excel and updated as daily status. Whole day report and daily work details were shared with the senior.

EDUCATION:

- B.Sc. Science, 2018
New Campus, JNVU
Jodhpur
- Senior Secondary, 2015
RBSE, Jodhpur
- Secondary, 2013
RBSE, Jodhpur (Raj.)

LANGUAGES:

- Hindi
- English
- Regional

HOBBIES:

- Watch Movies
- Listening Songs
- Tracking and hiking
- Poetry

In brief:

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Good communication skills
- The ability to work well in a team, as well as to manage and motivate others.
- Data analysis including working with electronic data.
- A little knowledge of Corel draw and Photoshop.

Barkha Khatri
Applicant