**ADITYA SHETTY**

**D.O.B**: 30TH OCTOBER 1991

# **Mob No**: +91 9167706015

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**Address**: A-4, 205 Link Palace, Link road, opp. Toyota showroom, Malad (W), Mumbai-64.

**PROFESSIONAL SYNOPSIS**

* Result-oriented Management professional with Operations domain.
* An effective communicator with strong analytical, interpersonal & problem solving skill.
* Seeking a challenging role in an organization where I can utilize my academic and professional experience to achieve self-development & increase business productivity..

**PR OFESSIONAL EXPERIENCE TOTAL: 2.6 years**

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| **Organization :** | **General Shipping and Forwarding Services** | **Tenure :** | **Feb 2015 to Jan 2017 (1.11 Years)** |
| **Designation :** | **Documentation Executive** | **Business Unit :** | **Custom Housing Documentation** |

## Roles & Responsibilities:

* Preparing Checklist for the Import Custom Clearance.
* Container tracking for the system and buyers records.
* Ice Gate Submission of checklist for the Government formalities.
* Attending buyer’s calls and notifying the status of their shipments.
* Software Documentation (Operating E-annex & ONS Visuals for preparation of checklist/billing).

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| **Organization :** | **Creative Garments** | **Tenure :** | **Feb 2017- April 2017 (2 months 17 days)** |
| **Designation :** | **Export Executive** | **Business Unit :** | **Export Documentation** |

## Roles & Responsibilities:

* Export Documentation.
* CHA Follow up for the Custom Clearance purpose.
* Factory & Forwarder follow up for the container planning and loading the good on the very date.
* Pre-Shipment handling.
* Insurance of the consignment.

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| **Organization :** | **Octaga Green Power & Sugar Co Ltd** | **Tenure :** | **July 2017- Dec 2017 (5 month 15 days)** |
| **Designation :** | **Assistant Operation Manager** | **Business Unit :** | **Supply Chain Operation & Admin** |

## Roles & Responsibilities:

## Ensure that all working are manufactured in a correct cost-effective and timely manner in alignment with specification and quality requirement.

## Contribute towards the achievement of company strategic and operational objectives.

## Perform Quality controls and monitor production KPI’s (Key performance indicator).

## Recruit, train Supervise.

## Cater to clients or personnel’s concerns.

## Supervise the SCM process.

## Supervising daily & weekly performance of warehouse for fulfillment operation.

## Identified inefficiencies & made recommendations for process improvements.

**Projects /Assignments Handled:**

* Registration of the product in different state
* Branding of a new product

**ACADEMIC QUALIFICATION**

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| **Qualification** | **Degree** | **Year** | **Board/University** | **Name of the Institution** |
| **Post-Graduation** | PGDM | 2018 | Welingkar Institute | Prin. L. N. Welingkar Institute of Management Development and Research |
| **Diploma** | Foreign Trade | 2015 | University of Mumbai | Garware Institute of career and development |
| **Graduation** | B.Com | 2014 | University of Mumbai | Lords Universal college |

**CE R TI FICATION & TRAIN ING**

## Certification: SAP (MM), DTP (Photoshop, CorelDraw), Web designing.

## Training: Computer basics, Internet, Microsoft Word, Microsoft Excel, Photoshop..

## Language: English, Hindi & Tulu.

**HOBBIES**

* Reading.
* Listening to Music.
* Road Trip.
* Basketball.