

# SHEETAL PALAV

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**Objective** : My career objective is to grow with an organization and to *work with a team and be an asset for the organization.*



## **Educational Qualification**

- Bankskills Training Program – PGRBO. Mumbai, India
- Bachelors of Commerce (69%) – Mumbai - 2015
- H.S.C (70%) – Mumbai – 2012
- S.S.C (83%) – Mumbai – 2010



## **Computer Proficiency**

MS Office – Word, Advance Excel, Power point etc.  
Reconciliation – Debtors & creditors reconciliation & inventory Accounting etc.  
Tally ERP – purchase & sales credit note debit note Booking of journal entries.



## **Work Experience:**

❖ **CMA CGM SSC INDIA Pvt. Ltd. (Tenure: 2Years 8 Months)**

**Duration** : - 09<sup>th</sup> July 2018 to till date  
**Designation** : - Executive  
**Countries Handled** : - South America & North America

### **Key responsibilities:**

- Process Monitoring
- Mails Monitoring
- Daily, weekly and monthly reports preparation
- Conference call with agency
- Prepare Monthly presentations
- Co-ordinate with Canada agencies and terminals for shipments arrivals
- Co-ordinate with POL (Port of Loading) parties about resolve the queries and errors.

### **Job Description:**

### **South America:**

- Compare load list with discharge list generated form LARA in excel.
- Pre-discharge Activity through the Lara Application.
- Sending Arrival Notices to the customer to collect their shipment from the Port Prior and Post arrival of the Vessel.
- Adding the Local charges and invoicing the customers on ETA-1.
- CUIT number, HS Code and HAZ Cargo validation.

### **North America:**

- Updating Cargo Location.
- Sending Invoices to VIP customer's like Wal-Mart, Nike, Canon.
- Handling VIP Customers.
- Sending Notice of Arrival to Customers.
- Updating System once Vessel Arrives to the Port.
- Sending Cargo Manifest to Customs.

- ❖ *Sanjay shinde & Associate (Tax consultants) as an Accountant for 9 months.*
- ❖ *NSS college of Pharmacy as an Accountant from January 2016 to July 2016 .*
- ❖ *Muthoot fincorp ltd as a joint custodian from December 2016 to June 2018*



### **Personal Details**

**Date of Birth** : 30th April, 1994  
**Hobbies** : cooking, Music and Dance  
**Language Known** : English, Hindi, Marathi.  
**Nationality** : Indian.  
**Marital Status** : Unmarried  
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**Date:**  
**Mumbai**

**(Sheetal Palav)**