

manjitvyadav@gmail.com

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♥ Building number C/5/2 room
 no 4:4 Sector 1A
 Panchsheel apartment
 CBD Belapur

TECHNICAL SKILLS

Outlook, microsoft word, Excel,SAP payroll module etc

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Done Marine shipping certification (STDC)



INTERESTS

Playing online games and working out in gym

PERSONAL STRENGTHS

My streiht is my positive attitude towards my goal.

MANJIT YADAV

Senior Executive



CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills and ability to work well with people.



EXPERIENCE

CMA CGM Shared Service India Pvt Ltd

Senior Executive July 2020 - Till Date

Working as a Senior operations executive in Port Call Report team

Mainly working in below points

- 1. Arrival Report
- 2. Departure Report
- 3. Discharge Moves
- 4. Load Moves
- 5. Restow Moves
- 6. Other Moves -

Hatch cover moves

Gear box

Break bulks

7. Statement of Facts - Crane details

We start our work after the vessel sails. The deadline to complete one PCR is 5 days after the departure of vessel.

GlobeExpress Freight Systems Pvt, Ltd.

Senior Operation Executive *June 2019 - June 2020*

- 1. Working on booking
- 2. Bill of lading
- 3. Sea way bill
- 4.Custom Document
- 5. Interacting with customers and Shipping Line.
- 6. Sending booking confirmation to customer
- 7. Preparing Shipping Instructions
- 8. Arranging Free Day to our customers by interacting with line
- 9. Arranging booking according to our customers by contacting shipping line.
- 10. Taking Invoice from line after the ship is sailed.
- 11. Handling whole booking.

Maersk Global Service India Pvt Ltd

Senior Associate

Jan 2017 - June 2019

1. Working in Cargo control team for north America process for operations department.

- 2. Working on loadlist and discharge list.
- 3. Coordinating with terminal on emails and some times on calls.
- 4. Working on mails, generating baplies, sending slot position updates to the planner to plan cargo accordingly.
- 5. Co-ordinating with different teams to clear stuck moves.

Aon

Payroll analyst

November 2014 - November 2016

Working on Sap platform of payroll module in a tax team.

Needs to calculate and setup the taxes according to the states in America.

Maxval India Pvt LTD

Research Analyst

May 2012 - May 2014

Works on US property related and need to research on it.



Mumbai University

B.com 58% 2012

Mumbai university

HSC 52% 2009

State Board of Maharashtra

SSC 56.30% 2007



ACHIEVEMENTS & AWARDS

Played for Bombay YMCA cricket team for Nationals and also played cricket till district level in school time. .

Won man of the tournament in 2015 for Aon in an interorganisation tournament.



PERSONAL PROFILE

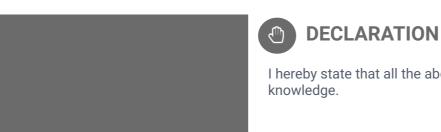
Date of Birth : 28/10/1989

Marital Status : Single

Nationality : Indian

Known Languages: English, Hindi and Marathi

Hobby : Love to play outdoor sports



I hereby state that all the above information are true to my knowledge.