



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



Done Marine shipping  
certification (STDC)



## INTERESTS

Playing online games and  
working out in gym

## PERSONAL STRENGTHS

My strength 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.



## **EDUCATION**

#### **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 inter-organisation 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



## DECLARATION

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