

CURRICULUM VITAE



Mr. NISCHAL SHETTY

India- Karnataka

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Available immediately (Visit Visa valid till March 1st 2022)

I have 3 Years of work experience. 1.5 year on finance and accounting sectors and 1.8 years as Sales and Logistics Field. Client Service (Processing the invoices, making payment on time), Follow-up on ageing invoices, Banking Operations, Complaint handling & Client servicing, Credit & Documents, meeting clients for the import export business, coordinating with MLO's for the freight rates, Port operation, freight bookings transportation and establishing the price agreement. Presently looking for profile which will escalate my career with company's growth.

ORGANISATION EXPERIENCE

November 2020 – Till date - Bhavani Shipping Services (I) Pvt Ltd - Sales and Logistics:

Key Responsibilities:

- Visiting and meeting the client on for the company business
- Coordinating with the new and existing customer's setup with the finance and accounting. Freight booking, transportation and establishing the price agreement
- Coordinating with customers for the payments and with the new client for the documentation like BL copy, invoice and many more documents
- Coordinating with MLO's for the freight rates and updating the same to client
- Preparing import export Clearance quotation and transportation quotation.
- Updating day to day updates to client on the vessel in and out timing and even managing the with the transportation
- Manages the shipment and receipt of all products, materials, and supplies.
- Collaborates and communicates with logistics technicians, customer service representatives, service providers, and others involved in the shipment and receipt of products.
- Tracks, traces, and updates the status of incoming and outgoing shipments.
- Maintains a clean, neat, and member-ready area.
- Promptly unloads trucks and deliveries and sorts and stocks receivables.
- Maintains an accurate log sheet of daily moves, scanning inventory, and counting accurately.
- Engages with vendors and drivers with a positive attitude.
- Provides additional backup support for shipping and receiving departments.
- Have a knowledge of generating liner invoice in Odex site and Plant quarantine registration for the import and export
- Plan vessel scheduling for the export shipments
- Coordinate with vessel operator for the slot book for container
- Weekly updating client on the freight rates for the different location

April 2020 – November 2020 - Omkar Shipping – Sales and Logistics

Key Responsibilities:

- Visiting and meeting the client on for the company business
- Coordinating with the new and existing customer's setup with the finance and accounting. Freight booking, transportation and establishing the price agreement
- Coordinating with customers for the payments and with the new client for the documentation like BL copy, invoice and many more documents
- Tracks, traces, and updates the status of incoming and outgoing shipments.
- Promptly unloads trucks and deliveries and sorts and stocks receivables.
- Collaborates and communicates with logistics technicians, customer service representatives, service providers, and others involved in the shipment and receipt of products.
- Updating day to day updates to client on the vessel in and out timing and even managing the with the transportation
- Promptly unloads trucks and deliveries and sorts and stocks receivables.

October 2018- March 2020 - IBM INDIA PVT LTD - Client Service Assistant- Finance & Accounting Practitioner

Key Responsibilities:

- Handling transaction related queries of payment collection, Follow-up on ageing invoices and ensure the payments are made on time.
- Verify Invoice tracking ageing reports; check on pending transactions, and clarifications on pending transactions to expedite clearance.
- Maintain a tracker to log and register all customer queries / day to day activities.
- Ensure that all activities undertaken are fully compliant with relevant policies and procedures and that they actively contribute to satisfactory audit ratings.
- To respond to client queries and attend to client calls within the agreed turnaround times.
- Handling all Customer & Client Services.
- Processing the invoices to make the payments on time to the Vendors.
- Resolving queries to ensure cordial Customer relationship.
- Identifying issues relating to delay in payments and suggesting process improvement ideas.
- Performing root cause analysis for vendor issues and educating.
- Documenting and updating the team members on new learning.
- Approving the invoices in Bank website.
- Uploading the invoices in SAP
- Reconciliation of International Payables
- Ensure all requests to the generic mailboxes are actioned within the Turnaround Time.
- Able to learn quickly, analysis complex information and find solutions to problems.
- Implemented training plan and provided training to new joiners
- Daily reports.

Qualification

- Master of Business Administration (MBA) - (Justice K.S Hegde Management institute of Nitte- 2018).
- Bachelor of Commerce (B.com) - (Dr. NSAM First Grade College, Nitte - 2016)

Academic Projects

- Worked on a project on Integrated production process and inventory management of Santosh cashew industry
- Worked on a research titled "People's Sensitivity towards Environmental Conservation and Protection" and conducted a Survey by using questionnaire method to know the people's perception towards environment conservation.
- Worked on a research article titled "Impact of Demonetization on the People in the Area of Nitte and Karkala" a study impact of demonetization on the people of Nitte and Karkala and also to know the impact on the usage of E wallets before and after demonetization.
- Worked on a marketing plan for 'Krishna packaging industry' under this project we made study on SWOT Analysis, Financial Projection, and Implementation control.
- Prepared a project report on 'Krishna packaging Industry' made study on Marketing – Marketing plan – strategy – Segmentation marketing communication- Pricing and distribution strategies- customer Relationship Management

IT SKILLS

- Well versed with MS Office, SAP, outlook Internet Applications.

PERSONAL DETAILS

Languages Known : English, Hindi, Kannada & Tulu
Gender : Male
Nationality : Indian
Passport No : S4325162, Date of Expiry - 01-07-2028
DOB : 18-04-1996