



LANGUAGE SKILLS

English - Fluent (Read , Write & Speak)
Hindi - Fluent (Read , Write & Speak)
Sindhi - Fluent (Speak)
Gujarati - Fuent (Read , Write & Speak)

ACHIEVEMENTS

Successfully handed Documentation and Customer service position in an MNC.

GET IN TOUCH WITH ME

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SUNNY LAKHWANI

WORK EXPERIENCE

Sr Executive

Shiv Shipping And Logistics.. | Sep 2019 - continue

Handling Sales

Overall Export documentation right from issuing DO to releasing BL.
Customer Service and resolving customer queries

Documentation Executive

Maxicon Shipping Agencies | April 2018 - july 2019

Export Documentation
Customer Service

PREVIOUS EDUCATION

Indhira Gandhi Open National University

Post Graduate Diploma In International Business

export- import documentation & procedures
International logistics marketing
International business environment
International marketing management
India's foreign trade

Kachchh University

Bachelor Of Commerce

Finance & Accounting
Taxation
Business Management
Company Law

TECHNICAL EDUCATION

Advanced level of technical proficiency and computer literacy particularly with MS Office
MS Office, (Word Pad, Excel , Power Point, Note Pad, Paint.)
Internet , E-mail,
Tally (all the version of Tally)