



KIRTIRAJ NARENDRA DHAWUNJEWAR

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Versatile, high-energy professional targeting assignments in Shipping , Freight Sales Operations withan organization of high repute in Logistics Industry Location Preference: Anywhere in India

CORE COMPETENCIES	PROFILE SUMMARY
ODEX	<ul style="list-style-type: none">BSc professional offering over 9 years of experience achieving business growth objectives by investigating new business opportunities, maximizing the competitive strength for long term successDeveloped strong market knowledge of existing & potential clients and ensured business growth opportunities aligned to company’s strategic plansLeveraging skills in designing, implementing and monitoring strategically focused sales plans for creating advantage to both the company and business partnersExposure in monitoring various procedures of trading including commercial operations for Banquet Sales.Expertise in developing and building relationships with various companies and clients; coordinating all communication and support functions for key account baseExperience in Banqueting procedures and documentation; expertise in the areas of forecasting, price negotiations, setting & achieving targets and driving growth
INNTRA	
CONCAR	
ICEGATE	
DESCRATES	
DOOR TO DOOR SHIPPEMENT	
BUSINESS DEVELOPMENT	<ul style="list-style-type: none">Proficient in interfacing with govt. departments and regulatory authorities for obtaining licenses /closure of licenses / sanctions & ensuring compliance with various statutory obligations to facilitate smooth operationsSkills in problem solving coupled with assertive decision making for enabling effective solutions leading to high customer satisfaction and low operational costs.Having Rapport with Waste Paper Importer , Exporter , Manufacturers , Rice Exporters , Teakwood Exporters (Singapore) and Importers

Work Experience

OCT-2023 TILL DATE

SEASHELL LOGISTICS PVT LTD

MANAGER SALES – BUISNESS DEVELOPMENT:

- Managed sea exports for NITIKA Pharmaceuticals Ltd & ZIM Laboratories, covering shipments to the US, UK, Middle East, East Africa, North America, Asia, and Central Asia.
- Oversaw end-to-end shipment procedures, including vessel schedule, booking/ container release orders, and export file preparation.
- Shipment planning, provided planning for dock stuffing, filled ISF and AMS documents, and handled documentation tasks like SI, VGM, load lists, and reefer manifest.
- Coordinated with CHAs, transporters, and customers, ensuring timely communication and approvals, and maintained a customer-centric approach.
- Efficiently managed shipment costs, resolving disputes, and provided timely shipment

status updates to customers.

- ♦ Utilized HIKE software for job creation, booking, and maintained accurate details including container numbers, weight, and documentation status.
- ♦ Proactively handled complaints and inquiries, ensuring resolution and customer satisfaction.
- ♦ Focused on optimizing service levels while minimizing costs, and maintained professional communication with shippers via calls and emails.
- ♦ Coordinated export operations to ensure on-time delivery, meeting client timelines effectively.
 - Commodities handled rice , non ferrous electrical goods , teakwood , pharmaceutical goods , chemicals , cotton bales .
 - Sectors Handled mainly Africa , ISC, Gulf , Mediterinian , Europe , USA and Far East .

DEC 2020 – OCTOBER 2023

ARIHANT LOGISTICS

SALES & OPERATION EXECUTIVE:

- ♦ Managed export shipments by sea and air, including incoterm-based deliveries.
 - ♦ Coordinated with shippers, custom house agents, transporters, and shipping lines via phone and email.
 - ♦ Facilitated container release orders with carriers using online portals like INTTRA and Shipping Lines' platforms.
 - ♦ Handled documentation tasks such as VGM, SI, and Form-13 through ODEX and carriers' online portals.
 - ♦ Maintained accurate records in carriers' online portals and updated shipping bills.
 - ♦ Oversaw shipment details in FRESA SOFTWARE.
 - ♦ Ensured timely receipt of commercial and clearance documents from shippers.
 - ♦ Managed cargo clearance at nominated Container Freight Stations (CFS) upon checklist approval.
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- ♦ Followed up on Let Export Order (LEO) Copy and vessel schedules with cut-offs.
 - ♦ Coordinated with carriers for BL Draft, Measurement copy (MM) Copy, and prepared House Bill of Lading (HBL).
 - ♦ Verified and processed transporters' invoices.
 - ♦ Coordinated with airlines for Advanced Cargo Information (ACI) and carting release (for air shipments).
 - ♦ Managed communication with airlines for flight schedules, cargo clearance dates, and document drafts for air shipments.
 - ♦ Provided shipping instructions and clearance documents to airlines for air shipments.
 - ♦ Sent pre-alert documents to overseas clients before flight departure from origin.
 - ♦ Maintained and updated Daily Shipment Report (DSR) for overseas clients.
 - ♦ Maintained an Excel sheet to track shipment statuses.

AUG 2019 – NOV2020

ADMIRAL HI-TECH LOGISTICS

ASSISTANT MANAGER SALES :

- ♦ Prepared price quotations, including freight, port charges, special documents, insurance, and handling costs for clients.
- ♦ Focused on customer service, marketing, and sales, expanding business by contacting freight forwarding companies in the USA, UK, and Asia.
- ♦ Strengthened client relationships by sending holiday greetings and marketing materials, including company brochures, visiting cards, and presentations.
- ♦ Maintained 24/7 communication with overseas agents, local shippers, and exporters via business Skype, WhatsApp, and calls.
- ♦ Provided online ocean freight quotations using shipping line websites (e.g., MAERSK, CMA CGM, HAPAG LLOYD) and calculated Inland Haulage Charges (IHC) based on custom tariffs.
- ♦ Managed various shipment terms (FOB, CIF, DDP) and maintained an Excel sheet of international freight forwarding agents.
- ♦ Handled complex queries related to project cargo (ODC, Breakbulk), FCL, LCL shipments, and transportation costs.
- ♦ Monitored monthly rate sheets and vessel schedules with cut-offs with shipping lines.
- ♦ Left the job due to pandemic-related layoffs.

MARCH 2016 – AUG 2019

KRISHNAPATNAM PORT CONTAINER TERMINAL LIMITED & OCEAN2DOOR PVT LTD

MARKETING EXECUTIVE:

- ♦ Successfully managed 200+ international and domestic shipments from start to finish.
- ♦ Expertly handled critical documentation, including INTTRA and ODEX bookings, shipping instructions, VGM, MBL, and HBL.
- ♦ Generated various paperwork at each shipping stage, such as pre-advices, business statements, certificates, and ISF filings.
- ♦ Coordinated the selection of shipping lines based on cost, time, and reliability analysis.
- ♦ Gained expertise in international trade working with leading shipping companies like Maersk, COSCO, CMA CGM, and Hamburg Sud Group.
- ♦ Left the job seeking new challenges and greater learning opportunities due to monotony in the previous role.
 - Spearheading a gamut of operations entailing the business development activities for forwarding Ocean 2 Door & KPCT Port.

- Handled Imports of 350 FEUS Imports of Solar Panels via KPCT to ICD AJNI and Started New Gateway Port for ICD AJNI Concor.
- Achievement: Started New Gateway port service at Nagpur ICD from East Coast of India, by bringing "SOLAR Panels".
- Started New Gateway Port service by bringing Pulses (Imports) at Nagpur via KPCT with DLI Borkhedi in 2016

JANUARY 2015– MARCH 2016

MEDFOR BIOSCIENCES PVT LTD.

LOGISTICS COORDINATOR:

- Coordinated seamlessly between Export Logistics and other departments.
- Generated commercial invoices, air way bills, and packing lists.
- Maintained meticulous records of all sea and air shipments within the department.
- Ensured efficient communication with finance and legal departments for delivery updates.
- Managed and updated annual transporter contracts.
- Facilitated communication on purchase orders to expedite dispatch.
- Left the job due to its contractual nature.

AUGUST 2014– DEC'14

GUFIC BIOSCIENCES PVT LTD (SPARK)

BUSINESS DEVELOPMENT OFFICER :-

- Worked in assigned territory and meeting doctors for generating prescription .
- Focusing on secondary and primary sales

MARCH 12– JULY'14

HIMALAYA DRUG COMPANY LIMITED

SALES EXECUTIVE:

- Worked in assigned territory and meeting doctors for regular meeting.
- Developed Derma range of Bleminor , Talekt and Clarina Anti Acne Range .
- 110% Target acchiver for FY-2012-13 , Fy-13-14

ACADEMIC QUALIFICATIONS

- Bachelor of Science -(Hospitality Studies)from Pune University, in 2011 with 55%
- 12thfrom Board of Higher Secondary Education, Maharashtra State Board in 2006 with 49 % • 10thfrom Board of Secondary Education, Maharashtra State Board in 2002 with 46 %
- **Certification in Import & Export Management from International Institute of Import & Export Management , Ahmedabad**

PERSONAL DETAILS

Date of Birth: 9th June 1986

Languages Known: English, Hindi and Marathi

Permanent Address: Plot No.7, Shree Apartment, Saraswati Lay out Deendayal Nagar Nagpur-440022

Marital Status: Married

Passport No : **P2462295**