# Personal Profile:

**Name:** Nija Nair

**Address:** C104, Cerejo Residency, Hanuman Nagar, Manickpur, Vasai West - 401202.

**E-Mail Address:** nija\_1106@yahoo.com/ nija1106@gmail.com

**Mobile No:** 7769928385

**Date of Birth:** 11/06/1992
**Marital Status:** Single

**Languages Known:** English, Hindi and Malayalam

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**BRIEF OUTLINE:**

**An astute professional with 7 years of valuable experience in:**

Custom Clearance Purchase Handling Commercial – Supply Chain Stock Sale Dispatches

* Skilled at handling multiple priorities at a given point of time, with a bias for action and a genuine interest in professional development.
* Believes in continuous learning and an innovative approach, detail oriented with positive attitude.
* Work Experience in ERP (TCS Ion). Complete knowledge of MS OFFICE.
* An effective communicator with reliable maintenance of vendor data, possess strong leadership, coordination and analytical skills.
* Capacity to work under high pressure situations and good grasping knowledge.

**BUSINESS EXPOSURE:**

**CURRENT:**

**Hitech Group - Hitech Specialities Solutions Ltd. (November 2015 – Present) – Mumbai**

**Designation: Officer - Commercial (Supply Chain)**

**Direct reporting to Sr. Manager - Corporate**

* Creating and managing orders in ERP system.
* Coordinating with Overseas Vendors for availability – dispatch schedule – documentation - payment.
* Preparing and maintaining purchase orders to procure material from International & Local vendors.
* Preparing and maintaining Sales Orders to supply materials for Local distributors/companies.
* Coordination with accounts department for Vendor payments.
* Verification of documents as per policy of the organization.
* Coordination and managing orders with Local vendors for stock orders.
* Clearing shipments with proper coordination with Shipper and Custom House Agent.
* Checking and scrutinizing of import documents & Custom duty as per custom rules.
* Freight negotiation for AIR and Sea shipment with Forwarder / Courier Company (DHL, FedEx) and checking bill payments of CHA / Forwarder as per agreed contract.
* Communication with transporters for effective shipments.
* Assisting General Sales Manager for import orders
* Preparing weekly and monthly reports.
* Represented Hitech for Paint India Exhibition 2016 & 2018.

**PREVIOUS:**

**Adnet Global (April 2014 to July 2015) - Mumbai**

**Designation: Executive - Content Service (Keywording)**

* Apply relevant Keywords and Captions.
* Work with a creative and energetic team.
* Achieve and exceed daily targets.
* Bring efficiencies to current processes.
* Experience in Metadata, Keywording, and Internet research Methodologies.

**ACADEMICS:**

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| --- | --- | --- | --- |
| **Qualification** | **University/Board** | **Month-Year** | **Percentage** |
|  PG Diploma in Business Management |  Welingkar Institute of Management Development & Research | Mar-15 | 68.80 |
| TYB.Com | Mumbai University | Mar-13 | 79.86 |
| H.S.C | Mumbai University | Mar-10 | 60.00 |
| S.S.C | Maharashtra Board | Mar-07 | 76.46 |

**ACHIEVEMENTS, AWARDS & CERTIFICATION:**

* Letter of Appreciation from Hitech Specialities Solutions Ltd. for meritorious service.
* “Imarati to Noodle Award” from Hitech Specialities Solutions Ltd. For active employee participation in simplification of processes, and thereby, make operations seamless & efficient
* Certificate of Merit for being a member of Entrepreneurship Cell by National Entrepreneurship Network organized by Jaihind College.
* Certificate course in MS-CIT & Tally 9 ERP
* Patankar Education prize certificate from MES Employees’ Co-op Credit Soc. Ltd.

**Career Objective:**  To be associated with a firm, that provides career development opportunities and contribute to its progress through my knowledge and skill.

# Declaration:

I hereby declare that the information given above is true and honest to the best of my knowledge. I commit to discharge my duties in the best possible manner.