**ADITI SATYAWAN PAWAR**

A/102, Goodwill Properties, Adai Village,

New Panvel - 410206

Email ID: aditip262003@gmail.com Contact No: +91-9321491767

To work on a job profile which provides an opportunity to enhance my technical skills, knowledge and fulfilling organizational goals along with my professional growth.

**CAREER OBJECTIVE:**

**Work Experience:**

Company Name : UNI Design Pvt. Ltd

 **1. Work with : Sai Marine Services**

 Designation : Customer Service & coordinator 2 years

 Freight Booking BL Releasing VGM filling issue form 13 via Odex

 Export/Import shipment coordination with Shipper/ shipping line/ Clearing Agents.

 **2. . w ork with : M/S Unidesign Pvt Ltd.**

 Designation : Data entry operator.

 14 months experience in systems and Mis handling

 **3. Work with : AVISA shipping and logistics**

 Designation : Pricing coordinator

 Follow up with shipping lines and NVOCC for rates.

 Quoting to client. Placing booking online and manual.

 SI submission etc.

**EDUCATIONAL DETAILS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **School / College** | **Board** | **Year Of Passing** | **Marks CGPA/Percentage** |
| Higher Secondary SchoolCertificate (H.S.C.) | Shiravane Vidyalaya & Junior College, Nerul, Navi Mumbai | Mumbai | 2022 | 76% |
| Secondary School Certificate (S.S.C) | St. Joseph High School New Panvel | Mumbai | 2019 | 67% |

1. English Typing completed (30 wpm)

**COMPUTER SKILLS:**

1. Tally Erp-9A
2. Basic Excel

**HOBBIES:**

* 1. Reading Novels
	2. Listening Music

**INTERPERSONAL SKILLS**

1. Ability to work individually as well as in team
2. Work with positive attitude
3. Adaptability towards changing environment
* Full Name: - Aditi Satyavan Pawar

**PERSONAL PROFILE:**

* Date of Birth: - 26th March, 2003
* Nationality: - Indian
* Marital Status: -Unmarried
* Languages Known: - English, Hindi, Marathi
* Area of Interest: - Drawing
* Gender: - Female

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

**DECLARATION**

***(Aditi S. Pawar)***