

PARV ASTHANA

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Professional Summary

- **Shipping Documentation:** Proficient in preparing and managing essential shipping documents including Bill of Lading, Commercial Invoices.
- **Supplier Coordination:** Strong ability to liaise with international suppliers and freight forwarders to ensure smooth shipment processes.
- **Compliance & Risk Management:** Expertise in identifying compliance risks and ensuring adherence to customs regulations.
- **Organizational Skills:** Highly organized and disciplined, capable of managing multiple tasks and meeting tight deadlines.

Professional Experience

Interocean Shipping | New Delhi, India

Dec 2022 – Sept 2024

Shipping Executive

- Carry out various post-fixture operations of liquid bulk cargoes.
- Liaise with ship brokers / counterparties / ship owners / charterers with regards to operational matters on ships and / or cargo
- Investigate voyage events, deviations from agreements, and check contractual terms.
- Conduct thorough reviews of contractual agreements related to voyage events.
- Review freight invoices and ensure accuracy prior to submitting to Charterers, ensuring payment is made in a timely manner

CMA CGM | New Delhi, India

May 2022 – Nov 2022

Customer Service Executive

- Provided support and resolution for customer queries as per defined SLAs and quality parameters.
- Liaised with internal and external stakeholders to facilitate information exchange and resolution of customer requests.
- Performed timely system updates to ensure smooth transactional flow across the shipment lifecycle.

Merino Industries| New Delhi, India

Oct 2021 – Apr 2022

Shipping Executive

- Handle Inbound Import shipments, outbound deliveries / dispatches
- Interact with Overseas Suppliers, Customs, CHA's, Freight Forwarders, and Transporters
- Liaise with freight forwarders, shipping companies and other third parties to ensure efficient delivery of goods.
- Handle shipment documents, including commercial invoices, packing lists & certificates of origin.
- Analyze transportation costs, identifying opportunities for cost-saving initiatives to optimize the logistics budget and enhance overall efficiency.
- Reviewed supplier weekly delivery schedule reports and planned/forecasted shipments.

Shipping Executive

- Develop and execute freight negotiation strategies to secure cost-effective transportation
- Coordinate and follow up from the shipping lines as well as the airlines for the shipments
- Prepare all customs documentation for the Customs broker
- Preparation & review of Booking, Shipping Instructions, Bill of Lading, Airway Bills & Delivery Order

Education

- **BBA – Production and Operations Management, Managing Customer Relationships** | Jamia Millia Islamia, New Delhi
- **Intermediate – Commerce Stream** | National Institute of Open Schooling

Personal Details

- **Date of Birth:** 23-12-1997
- **Language Spoken:** English, Hindi