



Tarannum Khan Shah

Associate Partner

To work in a progressive organization where potential leadership skill can be utilized for improving the operational performance and in contributing substantially towards the growth of organization and self.

Contact

Phone

9076 37 8097

Email

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Address

Ashok Nagar, Balkum, Thane West
400608

Education

2008

B.Com from Mumbai University

2017

Diploma in Advance Certificate in
International Trade form IMC
Mumbai

2010

Diploma in Software Programming

Expertise

- OPERATIONS
- CRM
- Documentation
- Claim Settlements
- Billing & Payments
- HS Code & Classification

Language

English

Hindi

Experience

SUBURBAN FIRST LEADERS LLP

Associate Partner - 12.05.2022 to till date

Major Responsibilities: -

- Coordination with clients and banker on documentation.
- Team management.
- MIS update etc.
- Billing and disbursement confirmation from banks in regards to payment.

ANDROMEDA SALES & DISTRIBUTION PVT LTD

Relationship Manager - 01st Nov 2018 to 30.04.2022

Major Responsibilities: -

- Coordination with clients and banker on documentation.
- Team management.
- MIS update etc.
- Billing and disbursement confirmation from banks in regards to payment.

BUREAU VERITAS INDIA PRIVATE LIMITED

Commercial Expert, from 07th May 2018 to 24th Oct 2018

Major Responsibilities: -

- HS classification of goods and recording in accordance with the requirements of each Shipment.
- HS code and comparison with internal computer data, documentation.
- Update of the documentation of the concerned products.

○ **INLAND WORLD LOGISTICS PRIVATE LIMITED**

Executive from 6th August 2016 to 04th May 2018.

Major Responsibilities: -

OPERATIONS --

- Coordination and follow up at PAN INDIA level, on various reports related to bill generation till submission, for payment in case of delay, customer claim reports , short excess settlement, Claims related to payment deductions or part payment, pending POD's and vehicle arrival report etc.

CLIENTS CONTRACTS -

- Cross checking and analyzing of uploaded documents in system.
- Resolving queries related to documentations.
- Co-ordination with Higher Authority in case, special approval required.
- Cross checking of rates filled in worksheet, approved or given by client in contract copy

CRM -

- Coordination with branches at Pan India level for quotations and other requirements and with clients for complaint resolution.

○ **Worked in ANDROMEDA SALES & DISTRIBUTION PVT LTD as an Executive from 15th April 2013 to till 31 July 2016.**

○ **Worked in HINDUJA GLOBAL SOLUTIONS as an Executive from 20th April 2012 to 29th March 2013.**

I hereby certify that the information furnished above is true and complete in all respects and have not withheld any information.

Date:

Place:

**Regards,
Tarannum Khan Shah**