

MERVYN EDGAR CHARAN

Address for Correspondence:

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CAREER OBJECTIVE

To make a significant contribution towards the growth of an organization with my knowledge and be flexible to suit the requirements of the organization. To involve myself in various activities of the organization and put the best positive efforts to achieve the organization's goal successfully.

WORK EXPERIENCE

- Worked as **Branch Incharge** at **Parekh Integrated Services Pvt. Ltd.**, Lucknow
 - Monitoring and responsible for all the smooth activities at Branch level.
 - Handling all the Administrative responsibilities of the Branch.
 - Preparing and sending Daily MIS reports to the Regional Office.
 - Ensuring and Maintaining the KPI of the Branch.
 - Coordinating with other Branches for maintaining Inventory.
 - Working closely with Sales Team and supporting them.
 - Supporting and motivating team members to create a positive environment.
 - Handling and dealing any escalated Customer complaints.
 - Maintaining all the ISO and EHS standards of the Branch.
 - Ensuring Last Mile Delivery.
 - Monitoring and Coordinating with Transportation Team and ensuring timely delivery.
- Handled **All India Operations (Equipment Control)** at **NYK Line**, Mumbai
 - In charge of Department KPI Management
 - Responsible for Inventory Planning for All India Locations.
 - Executing responsibility of an Analyst for Inventory imbalance at All India Locations.
 - Responsible for Inventory forecasting for Mumbai and ICD's under Mumbai.
 - Responsible for Empty Positioning of containers from Surplus locations to Deficit locations.
 - Offhire and Onhire approvals from RHQ to have a balance in the Container Inventory and Cost Control
 - Monitoring Average Stay days of containers with Shippers and at CFS / Empty yards
 - Key person responsible for analysing Transportation and Stevedorage costs for All India locations on a monthly basis and taking necessary corrective actions for cost reductions.
 - Executing responsibility of Inventory Planning for GOH (Garment on Hanger) Containers on a weekly basis.
 - Monitoring the cost savings by usage of Recycled GOH Containers and minimising the use of Fresh GOH Containers.
- Worked in **Inside Sales Division** at **NYK Line**, Mumbai
 - Monitoring trade, rates, surcharges and service routes to address customer concerns.
 - Maintaining high service standards and constant communication with Sales and RHQ pricing department to ensure accurate rates
- Worked as **Finance Incharge** in **Aircon Services**, Lucknow for **19 months**.
 - Looking after the Accounts of the company
 - Compiling/ checking information and ensuring timely payment and filing of Service Tax Return
- Worked as **Sales and Marketing Asst.** in **Lucknow Publishing House**, Lucknow for **18 months**.
 - Generating new business and maintaining the current.
 - Working on Customer Relationship Management

TRAININGS AND PROJECTS UNDERTAKEN

- Dissertation (M.B.A.) on **Slow Steaming** at the completion of the Course.

- **Summer Internship Project (M.B.A.)**

Duration: 2 months

Company Name : Chowgule Brothers Pvt. Ltd., Goa

Project : 1. **Study on Ship Chandling Business in Goa**
2. **Warehousing**

Description : 1. Proper understanding of Ship Chandling Business, the products in it and the requirements for carrying out the Business. Problems and factors influencing Ship Chandling Business.

2. Proper understanding of Warehousing Operations. Identifying the factors influencing the Warehousing Business. Suggesting methods to improve warehousing operations and reporting to Head Office and respective clients.

- Worked under Senior Accountant, **Lucknow Publishing House, Lucknow** as **Accounts Trainee** for the period of **18 months**.

PROFESSIONAL TRAININGS

- Training in Dangerous Goods transport by Sea
- Complete Accounts training from Institute of Computer Accountants (ICA)

ACHIEVEMENTS

- Commended by Senior Management of NYK Line for meeting the KPI
- Was made the Team Leader for generating the highest business in the quarter at Lucknow Publishing House

ACADEMIC BACKGROUND

Qualification – Degree / Diploma / Certificate	Year	Board/ University	College / Institute/ University	Percentage / CGPA
M.B.A. (Port & Shipping Management)	2013	University of Petroleum & Energy Studies	College of Management & Economic Studies	CGPA- 3.10/4
B. Com.	2010	Lucknow University	Lucknow Christian College	53.85
Class XII	2007	C.I.S.C.E.	La Martiniere College	71.50
Class X	2005	C.I.S.C.E.	St. Francis' College	60.40

CO-CURRICULAR ACTIVITIES

- Participated in N.C.C. in College.
- Participated in debates and PPT competition in college
- Committee member for organizing Minerva

COMPUTER SKILLS

- Proficient in MS Office and Tally.
- Well versed with Outlook and Lotus

SHIPPING SOFTWARES KNOWN

- OPUS
- OSCAR
- SAP

PERSONAL DETAILS

Date of Birth : 19th July, 1987
Marital Status : Unmarried
Father's Name : Edgar Charan
Mother's Name : Malini Charan
Category : General
Gender : Male
Nationality : Indian
Home town : Lucknow
Permanent Address : 567/220 Anand Nagar, Alambagh, Lucknow, Uttar Pradesh-226005
Permanent Phone No. : 09167365856

Languages Known	Read (Beginner/Proficient/Expert)	Write (Beginner/Proficient/Expert)	Speak (Beginner/Proficient/Expert)
English	Proficient	Proficient	Proficient
Hindi	Proficient	Proficient	Proficient
German	Beginner	Beginner	Beginner

Mobility : Anywhere in India and outside.
Preferred : Lucknow

I declare that the details above are correct and true to the best of my knowledge.

Mervyn Edgar Charan