

JYOTHIKA NAKKA

International Trade and Business

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Motivated and detail-oriented professional with 1 year of experience in international trade and Import/Export operations. Adept at coordinating shipments, managing inventory, optimizing transportation process to ensure timely and cost-effective delivery of goods and coordinating with global partners to streamline the trade process. Proven ability to work collaboratively within a team, handle multiple tasks in a fast-paced environment with strong communication and organizational skills.

EXPERIENCE

Vactech Composites Pvt Ltd

December 2023 – April 2024

Export Sales Executive

- **Export Operations:** Managed the export of materials to both local and international markets, ensuring efficient logistics, compliance, and timely delivery.
- **Global Trade Expertise:** Engaged in international trading, facilitating cross-border business opportunities and optimizing trade routes.
- **Sales Growth:** Spearhead initiatives to boost company sales, leveraging market insights and strategic partnerships.
- **Global Market Engagement:** Successfully collaborated with key international markets, including Morocco, Poland, and Brighton, fostering sustainable business relationships.

Odoo IN Pvt Ltd

April 2023 – November 2023

Customer Support Analyst

- **ERP Proficiency:** Skilled in managing and configuring the Odoo ERP system to streamline business operations.
- **Customer Service & Support:** Provided tailored services to customers by analyzing their needs and offering personalized solutions.
- **Resource Negotiation:** Negotiated and secured required resources to ensure smooth project execution.
- **Develop Oversight:** Monitored and reviewed the development process to maintain project alignment and quality standards.
- **Software Configuration:** Assisted in the configuration and customization of software to meet client-specific requirements.
- **Enterprise Resource Management:** Effectively managed enterprise resources to optimize operational efficiency.

Koshambh Multitred Pvt Ltd

June 2022 – August 2022

Export Intern

- **Inventory Management:** Recorded and maintained accurate entries in the GRN system.
- **Order Verification:** Conducted thorough verifications of Sales and Purchase orders to ensure accuracy and compliance.
- **Shipping & Trade Documentation:** Gained proficiency in handling Proforma Invoices, Bills of Lading, and other essential shipping documents.

- **Freight & Logistics Coordination:** Managed Spot Rates, prepared Shipping Bill drafts, facilitated vessel bookings, and issued shipping instructions to ensure seamless cargo movement.

EDUCATION

Parul University

2021- 2023

MBA in International Trade and Business – 7.89 CGPA

KBS College, Affiliated Under VNSGU

2018- 2021

BCom in Advanced Accounting and Auditing – 6.00 CGPA

SKILLS & ABILITIES

Technical & Operational Skills

- Proficient in Odoo ERP system
- Resource Management
- Supply Chain Operations
- Negotiation Skills

Soft Skills

- Communication & Operational Skills
- Problem Solving
- Time Management
- Poised under Pressure

LANGUAGES

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| <ul style="list-style-type: none"> ▪ English – Native ▪ Gujarati – Fluent ▪ Korean – Intermediate | <ul style="list-style-type: none"> ▪ Hindi – Fluent ▪ Telugu – Fluent ▪ Japanese – Intermediate |
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ACTIVITIES AND INTERESTS

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| <ul style="list-style-type: none"> ▪ Participated in VCCI Expo ▪ Group Discussions, Public Speaking ▪ Travelling, Hiking, Music | <ul style="list-style-type: none"> ▪ Debates, Elocutions ▪ Swimming, Dancing and Sports Competitions ▪ Book, Art, Journaling |
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