



SUNNY LAKHWANI

**Note - I dont have to serve any notice
period can join immediately.
Ready to relocate immediately also
available for online interview.
Have visited dubai many times.**

COMMUNICATION SKILLS

Able to communicate effectively with
wide rage of people by showing interest
and listening carefully to their needs.

Excellent written and verbal
communication skills in below languages

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English - Fluent (Read , Write & Speak)

Hindi - Fluent (Read , Write & Speak)

Sindhi - Fluent (Speak)

Gujarati -Fuent (Read , Write & Speak)

WORK EXPERIENCE

Sr Executive

Shiv Shipping And Logistics.. | Sep 2019 - continue

Handling Sales

Overall Export documentation right from issuing DO to releasing BL.

Customer Service and resolving customer queries

Documentation Executive

Maxicon Shipping Agencies | April 2018 - july 2019

Export Documentation

Customer Service

ACHIEVEMENTS

Successfully handeled Documentation
and Customer service position in an
MNC.

GET IN TOUCH WITH ME

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India.

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Linkedin - <https://www.linkedin.com/in/sunny-lakhwani-53b635169/>

Skype id - SUNNY_LAKHWANI

PREVIOUS EDUCATION

Indhira Gandhi Open National University

Post Graduate Diploma In International Business

export- import documentation & procedures

International logistics marketing

International business environment

International marketing management

India's foreign trade

Kachchh University

Bachelor Of Commerce

Finance & Accounting

Taxation

Business Management

Company Law

TECHNICAL EDUCATION

Advanced level of technical proficiency and computer literacy
particularly with MS Office

MS Office, (Word Pad, Excel , Power Point, Note Pad, Paint.)

Internet , E-mail,

Tally (all the version of Tally)