

Sneha Negandhi Bhatt

Client Servicing Proficient

Administration Expert

Communication Specialist

Resourceful Client Servicing Executive with 5+ years of experience working in domestic and international positions.

Hardworking professional leader skilled in both strategic planning and tactical execution.

Experienced in operations, Efficient communication & client management.

Talented at building collaborative partnerships and supporting employees in achieving professional success.

Exceptionally dedicated professional with keen interpersonal, communication, and organizational skills for the progressive global workforce

Contact

Address

Al Nahda 2, Dubai

Phone

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E-mail

sneha.negandhi.np@gmail.com

Visa Status

Residence visa

Skills

- Excellent Orator
- Customer Service
- Inventory & Logistics Management
- Marketing communications
- Organization skills
- Press Management
- Public Relations
- Strategic planning and execution

Work History

**2016-Oct -
2019-Aug**

Logistics Operations Executive

Global PowerSource Pte Ltd, Mumbai, India

- Coordinated shipping requests for expedited delivery and documented accurately to achieve correct billing.
- Maintained excellent working relationships with customers globally by efficiently responding to inquiries and complaints concerning work orders, invoices and shipments.
- Organized import and export of scrap materials, Lead & metal via sea.
- Liaised between warehouse personnel and customer to facilitate account and operational needs and timely delivery of goods.
- Processed and entered all customer orders into database and provided proactive customer service for all accounts.
- Maintained damaged goods records, backorder logs, and any applicable regulatory reporting.
- Monitored and liaised with concerned departments on transportation costs, accounts and properly filed shipping documents.

- Client account management

Languages

- English
- Hindi

- Planned and supervised shipments from production to end-user and scheduled daily and weekly routes.
- Managed loading, unloading, movement and sorting of supplies to keep deliveries on schedule.

**2014-Oct -
2016-Sept**

Rental Agent

Sixt Rent a car, Gargash Enterprises, Abu Dhabi, UAE

- Drafted quotes, confirmed orders and managed transfers to handle online and walk-in rental needs efficiently.
- Complied with governmental and RTA agencies by following policies and documenting transactions for fines.
- Accommodated last minute requests to address needs of guests, achieving top guest satisfaction and repeat business.
- Resolved customer disputes to maintain positive relationships and increase customer base.
- Greeted customers with enthusiasm, offered to take orders and fulfilled it quickly and correctly.

**2012-Jan -
2012-Nov**

PR Executive

Lintas India Pvt.Ltd, Mumbai, India

- Communicated with media on daily basis to build relationships and optimize press coverage.
- Established and communicated editorial and brand guidelines to all communicators in the organization.
- Monitored marketing content for quality, accuracy and impact.
- Coordinated press releases and handled press inquiries for Hospitality and lifestyle Clients like - Westin Hotels and resorts, India, Samsonite India, Sony PlayStation India, and MOVIES NOW
- Was a part of the team to Generate and implement media pitches for clients.
- Authored fresh and engaging press releases and prepared complete press kits.



Education

2010-Aug -
2011-July

Post-Graduation Diploma: Advertising, Communication & Marketing

Northpoint Centre Of Learning - India

- Majored in Advertising, Communication & Marketing
- Awarded the Special Recognition award for outstanding Initiative for the academic year

2006-Apr -
2009-Mar

Bachelor of Mass Media: Advertising

L.S.Raheja College Of Arts And Commerce - India

- Graduated with a distinction and specializing in advertising



Interests

- Dancing
- Reading
- Writing
- Yoga