

# VIKRAM PARMAR

## EXECUTIVE (CLERICAL)

## CONTACT

Address: Ganeshjara, Madhavpur,  
Porbandar, Gujarat,  
India – 362230  
Mobile : +919737972729  
Email : parmarvikramv75@gmail.com

### Professional Summary

Dedicated and versatile Executive Clerk with 6.8 years of distinguished experience in clerical and administrative roles within the Maritime industry. Proven track record of excellence in documentation management, logistics coordination, and providing comprehensive executive support. Known for meticulous attention to detail and adeptness in handling complex administrative tasks efficiently. Skilled in maintaining organizational workflows, optimizing office operations, and ensuring compliance with industry regulations. Seeking to leverage extensive skills and industry knowledge to contribute effectively to a dynamic organization poised for growth and success.

### Experience

1. Executive (Clerical)

Sept 2020 - Feb 2024

[Company: Prescott Infosys]  
[Location: Gujarat Maritime Board Porbandar]

  - Oversaw Daily operations and administrative functions.
  - Coordinated with various departments to streamline process
  - Developed and maintained client relationships to enhance business growth.
2. Executive (Clerical)

June 2017 - Aug 2020 and Feb 2024 - Present

[Company: Escort Security and Personal Services]  
[Location: Gujarat Maritime Board Porbandar]

  - Processed and maintained accurate records for all maritime import / export documentation.
  - Liaised with customs, shipping lines, and freight forwarders to ensure timely clearance of goods.
  - Developed streamlined filing and data management systems to improve operational efficiency.
  - Leading strategic initiatives to optimize maritime operations.
  - Analyzed financial data to provide insights for decision-making
  - Ensured compliance with regulatory standards and policies.

### Skills

- Documentation Management
  - Team Collaboration
  - Administrative Excellence
  - Attention to Detail
  - Analytical Skills
  - Computer Proficiency
  - Database Management
  - MS Office Suite  
(Word, Excel, PowerPoint, Outlook)
- Logistics Coordination
  - Report Generation
  - Executive Support
  - Compliance Management
  - Communication Skills
  - Data Entry
  - Organizational Workflow  
Optimization

### Education

- Bachelor Degree in Commerce

From Saurashtra University - Rajkot CGPA – 6.59

2010 – 2013

### Languages

1. English – Proficient

2. Hindi – Native

3. Gujarati – Native

### Personal Info

- Sex – Male
- DOB – 09 November 1992
- Nationality – Indian
- Marital Status – Married

### Declaration

I hereby declare that all of the information given above is true to the best of my knowledge.