

INDRA SINGH

District – Ahmedabad, State - Gujarat

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Career Objective:

Seeking an organization which gives ample opportunity to enhance my knowledge and utilizing my skills towards the growth of the organization.

Detail of Work Experience:

Organization Name	Ashapura forwarders private limited, Ahmedabad
Designation	Senior Executive
Work Responsibilities	<ul style="list-style-type: none">➤ Working as team lead in Export department responsible for shipping bill filling of Sea & Air with checklist preparation.➤ Handling the team of approximately 05 members with their reporting & working on time.➤ Supporting the technical process & guiding to new joined employees by providing class room training.➤ Assisting in implementing analyses that will identify requirements of clients.➤ Closing the customer's requirement & escalations within span of time.
Duration	April 2017 – Current (5 Years 3 Months)

Education Qualification:

- **BCA** with 71.20 % (2016) MLSU, Udaipur, Rajasthan.
- **H.S.S.** with 64.80% (2013) from RBSE, Ajmer, Rajasthan.

Technical Skills:

- CCC
- C Language, Tally
- Working on Excel & MS office
- Export shipping bill filling

Training Certificate:

- CCC course training certificate from MLSU, Udaipur.

Achievement:

- Best performer award for filling the shipping bill only after 06 months of joining.
- Appreciation letter from customer (JK Papers Limited) for filling the maximum no. of shipping bill in a month.
- Second Rank in 12th for scoring highest marks.
- First Prize holder at cricket Tournament organized in Abu Road.

Hobbies:

- Learning on new things related services & management.
- Playing & watching Cricket
- Travelling

Personal Details:

Name : Indra Singh
DOB : 22 Feb 1995
Gender : Male
Languages Known : English, Hindi & Gujarati

Declaration:

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

(INDRA SINGH)