

Rajput Sandeep Singh  
30, Rajnagar Soc. Nr.  
PD Pandya College Road,  
Vatva, Ahmedabad – 382440

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## **RESUME**

### **PROFESSIONAL OBJECTIVE:**

Seeking a position to utilize my skills & abilities in the industry / institute that offers Professional while being resourceful innovative & flexible.

### **ACADEMIC QUALIFICATIONS:**

<b><u>Examination Passed</u></b>	<b><u>Discipline</u></b>	<b><u>Board / University</u></b>	<b><u>Year of Passing</u></b>	<b><u>Marks (%)</u></b>
S.S.C		UP BORD	2009	60%
H.S.C		UP BORD	2011	72%
B. A.		DMRALU	2014	65%

### **COMPUTER PROFICIENCY:**

[Basic knowledge of Internet & Outlook. Computer, Tally & Sap And Other Transport Software]

### **EXTRA QUALIFICATION:**

Cricket

### **JOB EXPERIENCE**

- ❖ I have 5 **years** experienced in working with NADAN DENIM LTD (Formally Nandan Exim Ltd.) Ahmadabad, an ISO 9001:2000 certified Company, a flagship company of chiripal group as a post of Excise Assistant from August 2015 to till date. It is a fast growing & expanding company engaged in manufacturing & exporting Textile product Mainly Denim Fabric. And I have worked in Transportation Service For 6 Years. Three Years Work with Pooja Freight Carier And Three Years Work In RKTS Post Account Excucative.And now I am looking for a company where both I and company can grow.

### **JOB RESPONSIBILITIES :**

- ❖ SAP base Commercial Billing using the SAP.
- ❖ Preparation & Presentation of Daily Dispatch Record sheet.
- ❖ Making Exports Invoice, Domestic Invoice, Commercial Invoice.
- ❖ Checking Sales Order.
- ❖ Other General Knowledge of SAP System to use General things.
- ❖ Excise Register, Bill Register, Dispatch Status, Sales Order,etc.
- ❖ E WAY-BILL Preparation
- ❖ Dispatch Following

- ❖ Making Einvoice
- ❖ Payment Follow-up
- ❖ Preparation Of Salary Sheet
- ❖ Checking For Vehicle Average
- ❖ Other Work (Any Type of Work)

**WORK EXPERIENCE:**

**Total .12 years.**

**PERSONAL DETAILS:**

Name : Rajput Sandeep Singh

Father's Name : Krishna kumar

Address : 30, Rajnagar society,  
Nr. PD Pandya College Road,  
Opp. Bharat Mata Soc. Vatva, Abad 382440

Contact No : 9173696805 & 7486870972

E- Mail Id : rajputsandipsingh28@gmail.com

Date of Birth : 10<sup>th</sup> November 1992

Place of Birth : UP

Nationality : Indian

Language Know : English, Hindi, Gujarati

Hobby : Reading Newspaper, Cricket.

Current Salary : 35000.00 Above

Accepted Salary : Negotiable

Date: Place : Ahmedabad.