**RESUME**

**TWINKLE SINGH**

Address: Ward no. 5, Miners Colony Bijuri,

dist-Anuppur (M.P) Pin

Phone No.: 09039889973

Email ID: **stwinkle1312@gmail.com**

| **CARRER OBJECTIVE** |
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I have complete graduation in year 2023, Seeking a productive position to utilize my skills and upgrade them through continuous learning in a challenging environment and helps me to contribute efficiently for the growth of the organization while being resourceful and innovative

| WORKING STATUS |
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Name of the Organization :*Agrawal Packers & Movers Jabalpur*

Duration :*From Feb-2019 to2023*

Designation **:** *Sales Executive*

Department ***:*** *Sales*

| **Responsibilities :-** |
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* Preparing sales report on daily basis.
* Customers handling & Follow-up on daily basis.
* Preparing purches order for all batches.
* Customers handling related to payment processing.
* Invoicing & E-way bill generate.

| **EDUCATIONAL QUALIFICATION :-** |
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| **Sr. No.** | **Class** | **University/Board** | **Year** | **Percentage** |
| --- | --- | --- | --- | --- |
| 1 | B.E | R.G.P.V Bhopal | 2023 | 77.6% |
| 2 | Diploma in computer science | R.G.P.V Bhopal | 2018 | 62.3% |
| 3 | 10th | C.B.S.E Board | 2013 | 74% |

| **KEY SKILLS:-** |
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1. Microsoft word, Ms Office, Excel
2. Web Designing
3. Java Programming
4. C++
5. Customer handling
6. Invoicing & E-way bill

| **TRAINING :-** |
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**JAVA & ANDROID PROGRAMMING**

*Name of the Organization :**Ideal Management Group*

*Duration :**From Sep-2018 to Dec-2018*

*Reg No. : IMG/TRG2019/87*

| **STRENTH :-** |
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* Self Confidence.
* Team Leader.
* Positive thinker.

| **PERSONAL DETAILS :-** |
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Father’s Name - Rajendra Kumar Singh

Gender - Female

Marital Status - Single

Languages - English, Hindi

Nationality - Indian

Date Of Birth - 13/12/1998

Current location - Jabalpur

| **DECALARATION :-** |
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I hereby declare that the information furnished above is true to the best of my knowledge.

Place - Jabalpur Twinkle Singh

Date-