

# Siddhant Khanna

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## **Objective:**

To work in a professional and challenging environment that helps to advance certain abilities in organization, communication skills, customer relationship, business, management and marketing skills. To contribute accumulated knowledge to the benefit of business and customer relation. To find a job with quality training and gain maximum experience.

## **Academic Credentials:**

Year	Degree	Institute	Board/University	Result
2018	H.S.C	H.R. College Of Commerce and Economics	State Board	67.40%
2016	S.S.C	Swami Vivekanand International School	State Board	79.40%
2021	BMS	Jai Hind College	Mumbai	7.84 CGPA

## **Work Experience:**

**Organization:** Teamglobal Pvt LTD.

01/09/21 – 30/09/21

Sales, Operation and Customer service intern

- Assisted on sales call for getting new business and maintain relation with old clients.
- Prepared a master airwaybill and house airwaybill using e-freight software.
- Trained well to handle any sea or air cargo forwarding with famous shipping line and airlines.
- Came across the customs process required for shipping and also what are the duties levied and benefits given by customs department.
- Assisted in preparing handover set or manifestation for air and sea cargo.
- Learnt the basics of running a logistics firm or a freight forwarding business.

**Organization:** BundleOjoy

08/02/22

Sales, Customer Service and Operations intern

- Handling the relation between customer and the team.
- Managing the flow of the orders and taking care that it is completed smoothly and on time.
- Managing everyday leads and approaching them to convert them into a customer.

## **Skillset:**

- Software – MS Office, Basics of Corel Draw
- Finance and Management- Risk Management, Financial statements and accounts, Financial modelling and valuation.
- Leadership
- Adaptability and Flexibility
- Time management
- Optimisation and prioritization

## **Academic Projects:**

- Principles of management- a company created and managed by the whole class
- Business planning and entrepreneurship- business feasibility report of own company
- It- graphic design of a product, designed website on html.

- Business ethics- social service event visit to an orphanage.
- Environmental management- Beach cleaning drive and project on waste management
- Design Thinking- created design thinking for business operations.

**Extra-Curricular Activities:**

- Head of a college club.
- Organized events being the head of the club.
- Volunteered in many events in college.
- Led the club team in a college dance competition.
- Won Zonal level march past competition of R.S.P(road safety police) representing school as senior for 4 years.
- Drawing: Elementary Drawing Examination, Intermediate Drawing Examination

**Certificates Courses:**

- Institute of risk management UK and India- level 1 risk management.
- Jai hind College- Basics of stock markets.
- Udemy- Introduction to financial modelling and valuation.

**Interests:** Cooking, Drawing, Swimming, all types of sports and games.