

DATA ANALYST/ EXECUTIVE/ IT SUPPORT

SANJAY SINGH

Plot No. 231 NANGLI VIHAR
EXTN. PART 1NAJAFGARH
NEW DELHI 110043
MOB. 7838854770

EMAIL:sanjayrawat7859@gmail.com

OBJECTIVES

Obtain a position as a Data Analyst, Executive and IT Support in which my organizational abilities can be fully utilized. Work in a place where there is a need for a variety of office management skills including – **computer knowledge, organizational abilities, business intelligence and Data analyses** use.

QUALIFICATIONS

- 10TH PASS C.B.S.E FROM UTTARAKHAND
- 12TH fPASS C.B.S.E FROM UTTARAKHAND
- B.A from UTTARAKHAND University 2016.

TECHNICAL QUALIFICATION

- Done Computer Basics Course from **Indira Gandhi Saksharta Mission** .
- Knowledge of Advance **Ms. Office**, , Basics Excel.
- **Basic Knowledge Oracle SQL** .

WORK EXPERIENCE

- Currently working with Pc Doc's Services at **Delhi International Airport (P) Limited (ICMS Admin) Cargo Terminal 2**, as a **Computer Operator** (From 25-Nov-2015 to till-now).

WORK PROFILE AND RESPONSIBILITIES

- Customer's service.
- Handling Queries of **DIAL ICMS HELPDESK** at cargo.
- Resolve all queries about Import and Export (**Shipping bill Validation, Delivery order validation, carting issues, Delivery order issue, TC and BC issues** etc.)

- Resolve Issues of Truck Doc Acceptance (TD) and Let Export Order (LEO).
- Generate reports (**Airline Wise Data Report, Custom Data Report, Tracker report, & TP Export/Import**).
- Monthly Update & verify **Cargo Data file & Cargo stats File**.
- Maintain **flight schedule** for Airlines.
- Maintain **Dwell Time Data** and **MIS Data** of All airlines.

POSTIVE POINTS

- Good communication skills
- Good learning capacity
- Ability to face challenges

STRENGTH

Good looking appearance and I try my best abilities to execute and managing all the given tasks which helps in organization goals.

PERSONAL DETAILS

Father Name	:	Sh. Pancham Singh
Date of Birth	:	2 April 1995
Gender	:	Male
Nationality	:	Indian
Marital status	:	Single
Hobbies	:	Listening Music & Play Game

DECLARATION

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

Date:

Place.....

(SANJAY SINGH)