

SHATRUGHAN

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- To join an organization in a high growing industry which can provide opportunity to learn and grow and I can contribute to the growth of the organization, specifically in travels and Transportation.

PROFESSIONAL SYNOPSIS:

A travel Management professional with zeal to focus on self development including technical and interpersonal skills a self starter adaptable to changes open to take new challenges and passionate to achieve good results by constant hard work.

ACADEMIC CREDENTIALS:

- Pursuing bachelors in arts from indira ghandhi national open university
- Passed 12th from Rajkiya Sarvodya Bal Vidalya IP Extension delhi-92
- Passed 10th from Rajkiya Sarvodya Bal Vidalya IP Extension delhi-92

Work experience

Working with ASDC PMKVY TRAINER

Working with Global India Patparganj

Driving Trainer

- Handling the renting of car to customers providing drivers maintaining their documents data entry customer queries and other field work since one year
- Ensure that clients are scheduled for driving instruction based on requested and/or available dates
- Collect payments from customers that are not paid to date by mail and phone outreach achieved 95% collection rate.
- Designed and constructing driving courses for drivers.

Worked with Rohan Travels:

Driving Instructor

- Helped students on improving their knowledge towards roadside safety changing flat tires checking tire pressure and checking oil level.
- Provided challenging lesson on the rule of freeway driving along with night driving to students
- Assessed each student's state for mind prior to each driving lesson.
- Demonstrate driving skills and rules of the road to increase clients' competence while ensuring they evolve into safe and confident drivers.

Worked with cure heads:

Driving Instructor

- Setup and organizes backing range for student practice and trains new drivers in the classroom and on the road setting.
- Providing practical lesson on driving and preparation for the DMV driving test to students.
- Taught students of all ages from teenagers to seniors the skills and information necessary for safe driving.

Worked and data entry Operator with Neelkanth Pharmacy.

Data Entry Operator

- Entering updating and verifying patient's information and lab repots.
- Entering accuracy of data entered into the computer program.
- Tracking supporting documents for verification of data.
- Sorting batching and archiving files for easy access
- Printing collecting and distributing reports as per demand.

IT SKILLS

- MS-WORD
- MS-Excel

PERSONAL DETAILS

Date of birth	:	1 st Sep 1989
Father Name	:	Mr Kapil Dev Sharma
Address	:	197 JJ COLONY INDIRA CAMP PATPARGANJ DELHI-110092
Marital status	:	Single

Declaration I hereby declare that all statement made above are true to the best of my knowledge