

RESUME

NISHA SINGH

F-225 Moti Bagh first

New Delhi-110021

9654849912

Nisha00singh00@gmail.com

CAREER OBJECTIVE

To work with a fast growing professional organization where my qualification and skills would be honored to provide substantial foundation for my upcoming career and also help the organization to grow with my abilities of hard work.

EDUCATION

10th pass from CBSE New Delhi (2013)

12th pass from CBSE New Delhi(2015)

B.com completed from SOL, Delhi university(2019)

Pursuing M.com from IGNOU

TECHNICAL SKILLS

- I have done one year certificate course(e-accounting), in computer application from Tech Explica from south extn-(2019)
- TOPICS COVERED: MS-office, Tally ERP9+,Marg ERP9+ Adv. Excel.
- I have done Stenography and Typing in English.
Steno speed: 100 wpm
Typing speed: 40 wpm

WORK EXPERIENCE

Six months experience in ministry of health and family welfare Govt. of India.

- Work as customer care executive for inbound or outbound process.

SIX months experience in a logistic company.

- Working as operation Assistant.

- E-sanchit , online paper filling (icegate),preparing checklist.
- Bill of entry registration.
- Daily expense Vouchers entries (cash book,journal).
- Preparing bills and challan.
- Knowledge of working Ms-outlook.
- Online container tracking.
- Shipment Booking & Tracking.
- Maintaining DRS
- Communicate with the customers via emails & telephonic calls.
- Update POD.
- Receiving of booking payment according to weight & volume.
- Label Generation of DPD and print window of Sector wise.

INDIABULLS

- 6 months experience in indiabulls (Dhani) as customer care executive in sales process.

COMPUTER LITERACY

- Well versioned MS Excel, MS Word, Power Point.
- Efficient in internet, Emailing.
- Typing speed 40wpm.

LANGUAGE KNOWN

- English
- Hindi

PERSONAL DETAILS

Father's Name	: Mr. Rajkumar Singh
Date of birth	: 15/02/1997
Nationality	: Indian
Gender	: Female
Religion	: Hindu
Marital status	: unmarried

NISHA

