

CURRICULUM VITAE

Rahul Rawat

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Career Objective

A results-driven professional seeking a challenging role in operations and logistics to leverage my education, skills, and experience, contributing to organizational success and personal growth.

Educational Qualifications

- **Master of Business Administration (MBA)** in Operations and Production Management
Suresh Gyan Vihar University (2024)
 - **B.Sc. in Medical Laboratory Technology (MLT)**
NIMS University Rajasthan (2018)
 - **Higher Secondary (12th)**
Uttarakhand Board (2015)
 - **Secondary (10th)**
Uttarakhand Board (2013)
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Work Experience

United Liner Shipping Service LLP, Uttar Pradesh

Junior Executive (Apr 2024 – Oct 2024)

- Reviewed and verified shipping documents, including Sea Waybill (SWB), Forwarder's Cargo Receipt (FCR), Commercial Invoice (CI), and Packing List (PL).
- Utilized Visibility Management System (VMS) software to ensure vendor document compliance.
- Tracked containers and vessels through carrier websites, prepared shipping advice, and finalized documents adhering to customer SOPs and checklists.

Dabur Research Foundation, Ghaziabad, Uttar Pradesh

Lab Technician I (Jul 2021 – Feb 2024)

- Managed purchase requests and liaised effectively with vendors via phone and email.
- Maintained accurate digital and physical records of chemicals and products.

- Conducted quality control procedures and sample analysis for preclinical studies in compliance with GLP standards.

House of Diagnostics, Karkardooma, Delhi

Lab Technician (Dec 2019 – Jun 2021)

- Collected patient samples, conducted lab tests, and adhered to strict quality control protocols.
 - Coordinated with patients, resolving sample-related queries and generating precise reports.
 - Trained junior staff in patient coordination and lab procedures.
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Skills

- Proficient in MS Office (Word, Excel, PowerPoint, and Outlook).
 - Strong time management and organizational abilities.
 - Effective communication and coordination skills.
 - Innovative problem-solving mindset.
 - Team collaboration and leadership capabilities.
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Personal Information

- **Father's Name:** Vijay Singh Rawat
 - **Date of Birth:** 17/08/1997
 - **Sex:** Male
 - **Nationality:** Indian
 - **Languages:** English, Hindi
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Declaration

I hereby declare that the above information is true and correct to the best of my knowledge.

Place: Delhi

Rahul Rawat