

Mohit Singh Rawat

Permanent Address:

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CAREER OBJECTIVE

To become a leading professional in a dynamic and fast pace organization where I can get the opportunity to learn evolving technologies and where my skills and experience can be utilized effectively for personal growth and organizational profitability.

EDUCATIONAL DETAILS

Qualification	Institute	Board	Year of Passing
MBA (Logistics)	DIT University, Dehradun	DIT	2019
B. Com.	DAV PG College, Dehradun	HNBGU	2015
XII STD (IT)	DVPS, Dehradun	CBSE	2012
X STD.	DVPS, Dehradun	CBSE	2010

SUMMER INTERSHIP

1. To identify the problems faced in safexpress.
2. Productivity analysis and workforce optimization.
3. Work in different departments.
4. Supervise work to loaders according to hub manifest.

COMPUTING SKILLS

- Knowledge of MS Word, MS Power point, MS Excel.

WORK EXPERIENCE

Cotecna Inspection India Pvt. Ltd.

New Delhi, India
Back Office Executive
March 2021 – Till date

Role and Responsibility

1. Managing day-to-day activities of the team and their route planning.
2. Issue invoices to client and collection of payment.
3. Follow up for the payment and allocation of payment received.
4. Confirming account receivable data by client and follow up for overdue accounts.
5. Manpower management and time management.
6. Preparing MIS reports for the management.
7. Preparation of daily operation report and update it to clients within the given TAT.
8. Ensuring that the SOP is followed by the team.
9. Coordinate with the field staff and lab team.
10. Review field report, and issue Inspection certificate to client.
11. Coordination with the supplier, buyer, CHA, and field team for the smooth supply chain.
12. Proper tracking of samples, cargo and updating it to client accordingly.
13. Handling Clients queries by providing them with the best possible solution.

Macmillan Publishing Solutions Pvt. Ltd.

Dehradun, Uttarakhand

Associate Pre-Editor

November 2015 - July 2016

Role and Responsibility

1. Structuring the grammar of articles, books, journals and magazines using black box software.
2. Handling quality deliverables.
3. Ensuring project timeline.
4. Handling internal department checks of project deliverables.

HOBBIES

- Cricket
- Chess

PERSONAL DETAILS

Date of Birth : 04-04-1993

Gender : Male

Nationality : Indian

Father's Name : Manwar Singh Rawat

Contact No. : 8171956834

I do hereby declare that the above-mentioned details are correct to the best of my knowledge.