

# CURRICULUM VITAE

## Rahul Rawat

**Address:** H.No 467, Main Street, Gali.no 3, Shankar Marg, Mandawali, Delhi

**Contact:** +91 9717539120

**Email:** [rahulrawat09717@gmail.com](mailto:rahulrawat09717@gmail.com)

---

## 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)
- 

## 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.
- 

### **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.
- 

### **Personal Information**

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

### **Declaration**

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

---

**Place:** Delhi

**Rahul Rawat**