



ISHITA SINGH

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ADDRESS-CHINTAMANI CHOWK-A,AAHER NAGAR,CHINTAMANI GANAPATI
MANDIR,PUNE-411033

OBJECTIVE:

***TO ENHANCE MY KNOWLEDGE AND CAPABILITIES AND WORK
WITH A DYNAMIC ORGANISATION THAT WILL HELP ME IN
SELF-DEVELOPMENT AND ACHIEVE PERSONAL AND PROFESSION
GOALS.***

SKILLS:

- ***PROFICIENT IN MS-OFFICE
(WORD,EXCEL,POWERPOINT,SPREADSHEET)***
- ***STENOGRAPHY SPEED 120 W.P.M***
- ***KNOWLEDGE OF COMPUTER HIGH LEVEL LANGUAGE:JAVA,C++***
- ***EXCELLENT CUSTOMER SERVICE SKILLS,PROBLEM SOLVING AND
TROUBLESHOOTING ABILITIES***
- ***EXCEPTIONAL WRITTEN AND VERBAL COMMUNICATION SKILLS,INCLUDING
COMFORTABLY PRESENTING TO SENIOR MANAGEMENT***
- ***BASKETBALL PLAYER:HIGH SCHOOL LEVEL***
- ***ALSO RECEIVED CERTIFICATE FOR SECURING GOOD MARKS IN CLASS
10TH BOARDS BY TMC***
- ***A CREDIBLE AND CONFIDENT COMMUNICATOR WHO CAN HANDLE
PRESSURE UNDER ANY CIRCUMSTANCES***
- ***ALSO DEALS DIRECTLY WITH CLIENTS SUCH AS J.P MORGAN
CHASE,FEDEX,RXO,MAERSK***

LANGUAGES KNOWN:

**HINDI,ENGLISH,MARATHI(UNDERSTAND),BHOJ
PURI**

EDUCATION:

MATRICULATION-ST.JOSEPHS.CONVENT,CHANDANNAGAR(2012)

HIGH SCHOOL-ST.JOSEPHS.CONVENT(WITH COMMERCE AS MAIN SUBJECT)(2014)

GRADUATION:DUPLEIX COLLEGE CHANERNAGORE,WITH ACCOUNTS AS MAIN SUBJECT(2014-2017)

BANK AND SSC –T.I.M.E INSTITUTE,RIPON STREET ,KOLKATA(2017-2019)

UNACADEMY-GENERAL STUDIES AND SOCIOLOGY OPTIONAL(2020)

STENOGRAPHY-DICTATIONS AND SHORTHAND(2017-2019)

Has done ADCA(advance diploma in computer application)scoring grade “a”

WORK EXPERIENCE:

➤ ***XPO LOGISTICS,PUNE REGION(17TH AUGUST 2023-NOW)***

✓ ***WORKING AS AN ASSOCIATE SPECIALIST IN COLLECTIONS(calling process)***

- ***Also became the first person from Dunning west to qualify for Bad debts reduction incentive***
- ***Also became the first one from new joiners to get myself eligible for yearly incentive with high Accounts Receivable and less Past due within the short span of two months with \$1000 incentive***
- ***Dealing directly with order to cash process via call through avaya(150 calls per day and sending 80 mails to USA customers)***

HOBBIES:

DANCING,LISTENING TO MUSIC,TRAVELLING,PLAYING BASKET BALL