# Resume

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| **RAVINDER KAUR**  Ph: 7042220506 | 189A/2, IInd FloorFlat No. 303, Savitri Nagar,  New Delhi - 110017 |

Career Objective:

To work in professionally managed organization, where, I can utilize my work experience, academic skills, creativity and knowledge to add value to the organization and at the same time, experience professional growth.

Educational Qualification:

* Passed B.com from DELHI UNIVERSITY in 2008
* Passed class XII under CBSE examination scheme with from Kamla Nehru Govt School
* Passed class X under CBSE examination scheme with from Kamla Nehru Govt School

Computer Exposure:

* 1 Year Diploma in Multi-Media from Oxford University
* Operating systems worked with : Windows 95/98/XP, MS-DOS
* Software : MS-Excel, Word & Power Point

Photoshop, CorelDraw & Flash

Personal Profile:

Husband’s Name : Mr. Sohan Singh

Date of Birth : 2nd March 1985

E – Mail : rimmi\_ravinder@yahoo.co.in

rimmi.jaskirat@gmail.com

Contact no. : +91-7042220506

Hobbies : Listening Music, Reading

Personal Attributes : Hardworking, Soft spoken, Always a learner

Experience History:

1. Worked at S.K Dhar & Co. as a LIC Executive Account Executive since July 2006 to June 2008.
2. Working at **Dolphin Mart Ltd.** as an Import Executive since July 2008 to Feb 2013.

**Dolphin Mart Ltd.**

Dolphin Mart Limited, founded in 1988 is engaged in Lifestyle Retail Marketing of  imported rare collectibles ranging from home décor, art pieces,  corporate gifts, furniture and furniture accessories under two established premium brands namely d’Mart Exclusif and Woodmart Exclusif.

**CURRENT JOB PROFILE:**

* **VENDOR MANAGEMENT:** Preparation of Purchase order. Responsible for maintaining supplier’s correspondences, Managing catalogues, CD’s or other valuable information.
* **SHIPMENT MANAGEMENT:** To visit Custom, CHA & Freight Forwarder Offices, Shipping lines to delivers custom duties & another documents, collect delivery order. Coordination with CHA for paper submission. Coordination with Account Department for fund requirements.
* **INSURANCE MANAGEMENT:** Checking & releasing Consignment’s Insurance. Filling of insurance claims for items received in damage condition. To visit the Insurance Company for follow-up the pending insurance claim.
* **MATERIAL HANDLING:** Material receipt along with Inventory Department & report compilation vis-à-vis, Inspection of Consignment & Labeling of imported goods. Preparation of Cost Sheet.
* **BANK’S WORK:** Submission of Bill of Entry to Bank as evidence to import for closure of file. Follow up foreign remittance like advance payment, L/c etc.
* **FUND MANAGEMENT:** Preparation of fund requisition for Insurance, Container Security or other requirements.
* **DEVELOPMENT DESIGING**: New products designing like, gift items & limited additional items

Declaration:

I here by declare that the above written particulars are best of my knowledge and belief.

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| Date : Place : New Delhi | (**Ravinder Kaur**) |