

HARSHIT PANDEY

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CAREER OBJECTIVE

To have an enriched and fulfilling career with a leading corporate having Hi-tech environment and working alongside a group of dedicated professionals which will enable me to gain extensive knowledge in technical fields

EDUCATIONAL QUALIFICATIONS:

EDUCATION

| | |
|-------------------------|---|
| B.B.A | IIMT University (2017-2020) |
| Senior Secondary (CBSE) | City Vocational Public School (2016-2017) |
| Higher Secondary (ICSE) | St. Francis Convent School (2014-2015) |

Strengths:

- Innovative and creative thinker.
- Strong communication skills and ability to correspond clearly and concisely at all levels
- Ability to work under pressure and meet deadlines
- Integrity and discipline in reporting and communications with customers.
- Effective communication, inter-personal & Negotiation skills for leading/dealing people in a Multicultural environment.
- Positive Attitude: Creating a positive work environment.
- Learning agility: Quick learner
- Goal oriented: Results achiever, Meeting deadlines.

Summary:

- YRC Billing - Backened
- Billing on Humming Bird.
- Responsible for Assigning Work.
- Auditing
- Mentoring

CAREER PATH

| | | | |
|--------------|-----------|-----------|---------|
| EXL Service. | Executive | June 2021 | Present |
|--------------|-----------|-----------|---------|

Key Responsibilities -

- Examining the Bills.
- Responsible for Assigning Work .
- Checking the Shipper and Consignee Address/Phone No.
- Checking the Reference numbers , Code words , Payment Term they are correct or not.
- Responsible for Assigning Work
- Auditing The Assigned Bills.
- Mentoring.
- Sending the Production Report at the end of the day to the Manager.

IT Skills

- Office Automation, Internet and windows operating system, Excel, Power Point Presentation, Humming Bird.

Reference: References available upon request

I hereby declare that all the information stated above is true to best of my knowledge and belief. I take the responsibility of any mistakes in data if occur in future.

Date:

Place: Meerut

Harshit Pandey