

# Shivam Tyagi

A Dispatch Executive with 6 years and 3 month experience. I have a good hands-on Tally, ERP-9, and Tranzact Application for maintaining books of accounts. I also had a good hand in maintaining the Stock.

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## Experience

### Premium Packagings, Meerut - Dispatch Executive

June 2019 – Present

- Sales invoicing, Purchase entry, recording transaction on daily basis using Tally ERP-9 & Tranzact Application.
- Maintaining Stock & Maintaining Transportation on the basis of In and Out.

### Modern Plastic Containers Pvt. Ltd. Meerut - Dispatch Executive

April 2017 – June 2019

- Sales invoicing, Purchase entry, recording transaction on daily basis using Tally ERP-9 & Tranzact Application.
- Maintaining Stock & Maintaining Transportation on the basis of In and Out.

## Education

### Tagore Shiksha Sadan Inter College, Hapur- High School

JULY 2007 - JUNE 2009

I completed my High School from Tagore Shiksha Inter College in June 2010.

### Tagore Shiksha Sadan Inter College, Hapur- Intermediate

JULY 2009 - JUNE 2011

I completed my Intermediate from Tagore Shiksha Sadan Inter College in June 2012.

### N.A.S Degree College, Meerut- Bachelor of Commerce

JULY 2011 - JUNE 2014

I completed my B.COM from N.A.S Degree College, Meerut in June 2014.

### N.A.S, Degree College, Meerut - Master of Commerce

JULY 2014 - JUNE 2016

I completed my M.COM from N.A.S Degree College, Meerut in June 2016.

## Training & Certifications

- Certification on Computerized Professional Accountant (CPA) from Z Net Computer Education.
- Training of MS Office, Internet Tally9, ERP.

## Skills

Tally ERP-9, Tranzact, MIS Operations, MS Office, MS Excel Invoicing, delivery note, Documentation of delivery partner, Dispatch Scheduling, Logistics, Order processing & checking, Debit & Credit Note, Inward & Outward, Voucher entries & Inventory Management.

## Potential Skills

Quick Learner & Responsible, Good Writing & Typing Skills, Punctual & Sincere at Work, Easily Adaptable, Leadership

## Extra-Curricular

Mono acting, reading, exploring, browsing internet

## Languages

Hindi, English

## Personal Details

Father's Name: Mr. Rakesh Tyagi

Mother's Name: Mrs. Vijay Laxmi Tyagi

Date of Birth: 10/02/1995

Gender: Male

Marital Status: Unmarried

Nationality: INDIAN