

Shiva Patel

Profession

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Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals. A highly organized and individual looking for a responsible position to gain practical experience.

Skills

Operation department
MS word
Ms excel
Document verification
Files management
Vendor management

Work History

2022-05 - 2023-02

Logistics Coordinator

Grab & Grub Pvt. Ltd., Jabalpur

- Registered vendors and customers on database to maintain updated roster.
- Generated documentation and information required for customer shipments.
- Planned and supervised shipments from production to end-user and scheduled daily and weekly routes.
- Tracked orders and notified customers of status or potential delays.
- Created reports to provide insights into logistics operations and performance.

2020-08 - 2022-04

Paytm SRcom Soft.com

SRcoma Soft 100k Verification, Jabalpur

Verification QR code department

- Resolved problems, improved operations and provided exceptional service.
- Applied effective time management techniques to meet tight deadlines.

✓ 2018-09 - 2020-07

Computer Operator

Hasti Computers Pvt.Ltd., Jabalpur

- Complied with data entry quotients to support time-sensitive project input milestones.
- Generated reports covering details about data, system operation, and error monitoring.
- Changed and replaced backup tapes regularly and performed detailed server backups.

Education

2021-03 - 2022-04

DCA: MKC University

Makhanlal Chaturvedi University - Jabalpur

2018-07 - 2021-03

B.Com (CA): RDVV University

G S Collage of Commerce And Economics - Jabalpur

2017-07 - 2018-05

12: MP Board Bhopal (M.P.)

Mahakoushal H. S. School - Jabalpur

2015-07 - 2016-05

10: MP Board Bhopal (M.P.)

Mahakoushal H. S. School - Jabalpur