

SHALINI

Address-H NO-37 Kh 228/229 near vishkarma chowk west sagarpur ND-110046.

+91-9310861330

sk14011998sk@gmail.com

Objectives

A fast learner and a good performer. Objectives include enhancing my working capacities, professional skills and to serve my organization in the best possible way with sheer determination and commitment.

Skills

- Good computer knowledge
- Good data analytical and research skills.
- Self-motivated and strong management/leadership skills.
- Good communication skills
- Patient
- Positive attitude towards assigned work
- Knowledge about GDS

Education

Examination passed Name of institution Name of university/board Year of passing

| Examination passed | Name of institution | Name of university/board | Year of passing |
|------------------------------------|---------------------|--------------------------|-----------------|
| M.A | ARSDC | IGNOU | 2023 |
| B.A | CVS College | Delhi University | 2019 |
| Senior Secondary board examination | SKV No-2. Sagarpur. | CBSE | 2016 |
| Secondary Board Examination | SKV No-2. Sagarpur. | CBSE | 2013 |

Extra-Curricular Activities

- GDA: General Duty Assistant
- Basic knowledge of computer Diploma in advance financial accounts from **LAL BAHADUR SHASTRI TRAINING INSTITUTE**
- Ground staff Course from **APTECH AVIATION ACADEMY**
- DMM- Diploma in Multimedia
- Active participation in events organized by school.
- Participation in debate competition at school level.

Work experience and Responsibility

PREVIOUS COMPANY NAME :- AVB Commerce pvt.

20th Oct 2017- 10 Nov 2019.

BACKEND PROFILE:-Manage data in excel, make licence from DPCC(delhi pollution control committee) site etc.

LAST COMPANY NAME:-Expert Educational Consultancy.

From 21th Nov 2019-6th May 2023

SENIOR EXECUTIVE PROFILE:-Data analysis, give information by messages & emails, Attend client, maintain excel, word file, paper work, Regular check medical colleges websites etc.

CURRENT COMPANY:- MANTECH PLUS LLP

From 8th May 2023

ISM(INTERNAL SALES MANAGEMENT):- All work before taking order to till materials dispatch & reached in company

Responsibility

- ❖ Making Checklist & Quotations in DIZY PRO.
- ❖ Making Calibration Certificates as per requirement of service team.
- ❖ Payment Reminder & Payment Follow-ups on e-mails or calls to customers.
- ❖ All dispatch details and digital invoice send to customer.
- ❖ Billing planning for service.
- ❖ Inward material checking with account dept.
- ❖ Welfare, ESI, PF & any other documents preparation as per customer requirement.
- ❖ Pending SO Making.
- ❖ Inward & outward checking of faulty material received.
- ❖ Technical support if required.
- ❖ Compensatory leave data of service team.
- ❖ Calibration Due Reminder to Customers.
- ❖ Advance data of service team.
- ❖ In house testing & Calibration.
- ❖ Tools & Tackles Management.
- ❖ Canister Stock Management.

Software Basic Knowledge

- ❖ Ms word
- ❖ Ms Excel
- ❖ tally
- ❖ Adobe Coral draw
- ❖ Adobe Photoshop
- ❖ HTML
- ❖ CSS
- ❖ Illustrator
- ❖ JS angular
- ❖ Adobe premiere

Strengths.

- ❖ Peacefully handle the situation.
- ❖ Able to adapt the situation according to environment.
- ❖ Confidence
- ❖ Hardworking
- ❖ Be positive
- ❖ punctual
- ❖ Leadership.

Personal Details

| | |
|---------------------------|--------------------------------------|
| Father's Name | Devender Singh |
| Mother's Name | Babita |
| Date of birth | 14.01.1998 |
| Married status. | Unmarried |
| Gender | Female |
| Languages Known | English, Hindi |
| Nationally. | Indian |
| Leisure activities | : Dance, Watching TV shows & Movies. |

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above mentioned particulars.

Name: **SHALINI**

Place: New Delhi