

Resume



Shivam Chouhan

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Address: Shiva Shakti Nagar Braham puri
Meerut, Pin code-250002

DECLARATION

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

EDUCATIONAL PROFILE

- **Secondary Education:**
- **High School** (U.P.Board).2014
- **Intermediate** (U.P.Board).2016
- **B.COM (Last Year) pursuing**

Professional Qualification :-

- MS Excel and MS Word and MS Power Point
- Advance Excel
- Basic of Computer
- Online working
- Hindi & English Typing.
- Tally 5, 6, 7, 9 ERP.

Work Experience:-

At present I am working in Sharda Exports in Shipping Department as a Shipping (Document Executive) in Rithani Meerut from dated 01.04.2016 Till now.

Working Profile/self Profile :-

Export Documentation & Other skills:-

- GR release the documents send to Bank.
- Looking the same cases as miss matches the details of remittance in FIRC by the bank.
- Dealing with bank for all related transaction (Collection ,FIRC ,BRC, Document etc.)
- Taking after all payment related matter & query with bank & get the BRC's after payment receipt.
- Good communication skill.
- Soft attitude.
- Hard working
- Manage of all work.
- Prepared Certificate of origin.
- Payment follow-up
- All data Manage.
- Making of Invoices and packinlist
- Good coordination skill.

Personal Profile

- Date of Birth : 24th Mar 1999
- Gender : Male
- Father name : Late Ram Roop Singh
- Nationality : Indian
- Languages : Hindi, English
- Contact no. : +91-7906251053
- Permanent address : Shiv Shakti Nagar Braham puri
: Meerut, Pin code-250002

Date:
Place: Meerut

SHIVAM CHOUHAN