

# Curriculum Vitae

**Shivam Chouhan**

**E-mail** : shivamchouhan652@gmail.com

**Mobile** : +917417519119

**Address** : Shiv 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 above-mentioned particulars.

## EDUCATIONAL PROFILE

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

### Professional Qualification :-

- Six Month Diploma in Computer Application (Good knowledge of MS Excel and MS Word and MS Power Point)
- Basic knowledge of computer certificate by Dewan institute of engineering.
- Internet.
- Tally 9.0.
- Hindi & English Typing.

### **Work Experience:-**

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

### **Working Profile/self Profile :-**

Export Documentation:-

- 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 work.

## ACHEIVEMENTS

- Date of Birth : 24<sup>th</sup> Mar 1998
- Gender : Male
- Father name : Late Ram Roop Singh
- Nationality : Indian
- Languages : Hindi, English
- Contact no. : 07417519119
- Permanent address : Shiv Shakti Nagar Braham puri  
: Meerut, Pin code-250002

Date:  
Place: Meerut

**SHIVAM CHOUHAN**