

RESUME



HIMANSHU

Address

H.No.-4691/1, Street No.-113,
Sant Nagar, Burari, Delhi-110084

Mobile : 9540725038

E-Mail

himanshu_shah2002@yahoo.com

Personal Data

Father's Name : Prabodh Kumar
Date of Birth : 21st March, 1986
Sex : Male
Nationality : Indian
Marital Status : Married

Strength

- Positive Thinking
- Hard Working
- Result Oriented

Language Proficiency

- Speaking, writing English & Hindi

Salary Expected

- Negotiable

Objectives

I am looking for the challenging job where I utilize my talent and knowledge I want to learn from the organization and growth with organization.

Professional Qualification

- ✓ Advance Diploma in Computer Application.
- ✓ Working knowledge of Tally ERP 9

Academic Qualification

10th

Passed from C.B.S.E.

12th

Passed from C.B.S.E.

Graduate (B.A.) from IGNOU

Post Graduate (M.A.) form IGNOU

Job Experience:

- PRESENTLY WORKING IN **PROMIVAC ENGINEERS AS BILLING cum ADMIN. EXECUTIVE** from 14th April 2010 to till date.

Major Involvement:

- Making Invoice & Delivery Challan.
 - Sending Quotation & Proforma Invoice to client.
 - Sending Purchase Order to Vendor.
 - Order execution work
 - Preparing all dispatch documents as per customer requirements
 - Dispatch and Courier handling.
 - Filling vendor registration form
 - Payment & C-Form follow-up.
 - Dealing with customers for any follow-up.
 - Communicating with vendors and clients
 - Collecting data from different sources.
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- WORKED AS A DATA EXECUTIVE IN GURGAON BASED BPO COMPANY **INFO-X SOFTWARE TECHNOLOGY PVT. LTD.** Since Jan 2009 to March 2010
JOB PROFILE: BACK OFFICE SUPPORT FOR THE EXPORT DOCUMENTATION PROCESS
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- WORKED AS A COMPUTER OPERATOR IN **SARK SYSTEM INDIA LTD.** Since April 2007 to December 2009
JOB PROFILE: CERTIFICATE ISSUE IN BIRTH & DEATH DEPARTMENT IN CSB MCD CITY ZONE DELHI
(HIMANSHU)

Date : -----

Place : -----