

# Anshita Singh

Add: 11/361 Sutargunj, Kanpur Pin-208001  
+919569994759  
[anshitasingh887444@gmail.com](mailto:anshitasingh887444@gmail.com)

## Objective

Looking forward to associate myself with an Organisation where I can share, contribute and upgrade my skills and knowledge for development of self and Organisation.

## Educational Qualifications

- Passed High School from CBSE Board in 2014 1<sup>st</sup> Division.
- Passed Intermediate from CBSE Board in 2016 1<sup>st</sup> Division.
- Graduated from CSJM University Kanpur in 2020 1<sup>st</sup> Division
- Post Graduate from HIMALYAN University in 2022 1<sup>st</sup> Division

## Work Experience

- One Year work experience at Superhouse Ltd (Unnao) as Merchandiser.
- One Year work experience at Kanpur logistics PVT LTD as Customer Service Executive .

## Job Responsibilities

- Handling export and domestic orders till than final shipping.
- Preparing Domestic & Export Invoice.
- Purchase Order feeding.
- Handling Administrative duties related to Buyer's Orders.
- Sorts and distributes incoming mails & report to management.
- Maintaining documents & entering information into database.
- Preparation of Job Costing & Profit Volume Ratio.
- Help manage current customer accounts.
- Deal with a high volume of inbound and outbound phone calls.
- Provide exceptional customer service to customers and carriers.
- Solve customer and carrier problems and help resolve issues.
- Excellent multitasking skills within their work space as well as computer software programs.

## Computer Proficiency

- Knowledge of MS-Office Suit (Including MS-Excel)
- CCC Diploma (NIELIT)
- O Level
- ERP Software

## Strengths

- Quick Learner & Disciplined.
- High level of patience.
- Team work specialization.
- Calm under pressure.
- Devoted Towards Work.

## Hobbies

- Newspaper Reading
- Listening Music

## Area of interest

- Office & Administrative Work
- Merchandising
- Human Resource
- Customer Service Executive .

## Personal Details

<b>Permanent Address</b>	11/361 Sutargunj, Kanpur Pin-208001	<b>E-mail</b>	anshitasingh887444@gmail.com
<b>Father's Name</b>	Mr. Indrajeet Singh	<b>Date of Birth</b>	14/09/1999
<b>Mother's Name</b>	Mrs. Sheela Singh	<b>Nationality</b>	Indian
		<b>Sex</b>	Female
		<b>Languages Known</b>	Hindi, English
		<b>Phone no.</b>	+919569994759

## 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.

**DATE:**

**PLACE: Kanpur**

**ANSHITA SINGH**