

Pawan Rawat

EDP (Electronic Data Processing)
MIS (Management Information Services or Systems)

I am always energetic and eager to learn new skills. I use a creative approach to problem-solving, and I am able to handle multiple tasks on a daily basis.



✉ Rawatpawan67@gmail.com

📍 New Delhi, India

🌐 www.linkedin.com/in/pawan-rawat-34744469

📞 9643188969

📅 03, OCT, 1996

WORK EXPERIENCE

Electronic Data Processing **E-Com Shipping Solutions Pvt Ltd.**

05/2019 - Present,

Operational Activities

- Custom clearance filing of Export & Manifest Printing and mailing
- Overseas Clearance AMS file of USA, UK, Australia, and Frankfurt Manifest
- Providing shipping Bills to the customer
- Flight tracking
- Tracking USPS & UPS MAIL INNOVATION Ecommerce Shipment of USA
- Software knowledge of ECCS and SALE&SHIP

Contact : PARUN (Operation Head) - 9717182278

Electronic Data Processing **Transit Point Logistics**

11/2017 - 04/2019,

Achievements/Tasks

- Operational Activities (Clubbing, Bagging, Labelling, Custom clearance, Manifest creation and flight tracking.)

Filing Executive **Shypmax (Cross Border Logistics Pvt.Ltd)**

- Custom clearance filing of Export & Manifest Printing and mailing
- Providing shipping Bills to the customer
- Flight tracking
- Software knowledge of ZX Software.

EDUCATION

Diploma **Niit (National Institute of Information Technology)**

06/2014 - 09/2019,

New Delhi

RGNIIT

- MS OFFICE WORD
- MS OFFICE EXCEL
- MS OFFICE POWER POINT
- HTML, CSS

GRADUATION

SKILLS

Good Knowledge in MS Office

Best knowledge in Excel - VLOOKUP, HLOOKUP, Pivot table, Index, etc.

Typing Speed : 60 WPM

People-oriented

Best time management skill

LANGUAGES

ENGLISH
Proficiency

HINDI
Full Professional Proficiency

INTERESTS

Listening Music

Sports

Singing

Traveling

DELHI UNIVERSITY

06/2016 - 05/2019,

Courses

- Bachelor of Arts

New Delhi

Intermediate

Uttarakhand Board

2014

Courses

- Science

Uttarakhand