

CURRICULUM VITAE

SHWATI SINGH

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Address – MCF 6450 Sanjay Colony,
Sector 23, Faridabad - 121005

Objective :-

Seeking a position that gives me ample of opportunity to utilize my experience, skills and energy to contribute towards the growth of the company and excel to new heights setting standards and benchmark to measure.

ORGANISATIONAL EXPERIENCE:-

● **Current Profile**

- ✓ Company Name SGV Foils. Pvt. Ltd.
- ✓ Designation Sales Coordinator
- ✓ Job Duration 01/04/2023 to till date
- ✓ Area of operation Sec - 59 BLB , Faridabad

JOB RESPONSIBILITIES :-

1. Maintain strong relationship with our customer and do needful.
2. Building and maintaining profitable relationships with key customers.
3. Resolving customer complaints quickly and efficiently.
4. Keeping customers updated on the latest products in order to increase sales.
5. Keep contact information up to date
6. Contact customer regarding new orders and existing order status
7. Ability to work in a fast-pace environment and multi-task.
8. Make quotation, PI and update order in ERP.
9. Received customer Sample analysis with QC Team and collect reports.
10. Discuss with customer and provide as per actual required Sample.
11. Order follow up with production team and dispatch on time as per customer schedule.
12. Payment follow up with customer.

● **Second Profile**

- ✓ Company Name SKYPACK INDIA Pvt. Ltd.
- ✓ Designation CRM - Customer Relationship Management
- ✓ Job Duration 01/08/2020 to 28/02/2023
- ✓ Area of operation Sec - 59 BLB , Faridabad

JOB RESPONSIBILITIES :-

13. Maintain strong relationship with our customer and do needful.
14. Building and maintaining profitable relationships with key customers.
15. Resolving customer complaints quickly and efficiently.
16. Keeping customers updated on the latest products in order to increase sales.
17. Keep contact information up to date
18. Contact customer regarding new orders and existing order status
19. Ability to work in a fast-pace environment and multi-task.

● **First Profile**

- ✓ Company Name SKYPACK INDIA Pvt. Ltd.
- ✓ Designation Process Coordinator
- ✓ Job Duration 04/11/2019 to 31/07/2020
- ✓ Area of operation Sec - 59 BLB , Faridabad

JOB RESPONSIBILITIES :-

Experience skills - Basic Knowledge of - GOOGLE SHEET , FYNSYS (ERP- Enterprise resource planning)

1. PC(Process coordinator)
2. Maintain google sheet , also maintain all the Production management programs.(PMS system)
3. Analysis and reporting, business planning and management, communication and presentation,and data management proficiency, leadership,problem solving and decision making,profession and process expertise
4. Presenting bottleneck chart
5. Production planning and control
6. Maintain artwork process and update all the team members regarding artworks
7. Coordinates the production floor schedule with supervisor daily and crew appropriately to estimate run times and inform supervisor of all production issues.
8. Assists Production employees with issues that arise during shift and troubleshoot technical issue
9. To perform this job successfully, an individual should have basic computer skills and knowledge of Microsoft Office programs
10. Initiative - to make decisions or take actions to solve a problem or reach a g

Academic Qualification :-

Diploma	Year	College/School	University	Percentage
B.Sc	2019	Prof.Rajendra SinghUniversity ,Prayagraj	Prof.Rajendra SinghUniversity,Prayagraj	53.38
XII	2016	S K M I C Mahiyamau, Kutiliya Pratapgarh	U.P. Board	80.60
Xth	2014	M P Shukla HSS Kharwarpur, Pratapgarh	U.P. Board	75.66

Certification:

Certification in Basic computer of Program (MS Office) , (MS Excel) (Power Point)

Strength:

Ability to effectively contribute to the Organizational Goals while working independently with leastsupervision.
Sound knowledge of Microsoft office (MS Word, MS Excel, MS Power Point)
Sincere and dedicated towards work also flexibility as per job requirement.
Efficient in using Internet.

Personal Details:

Date of Birth : 06-12-1998
Father's Name : Shri Amarpal Singh
Marital Status : Single
Nationality : Indian
Languages Known : Hindi / English

DECLARATION :

My resume reflects a few highlights of my background. There is a limit to what can be expressed in a concise form. Although I am young yet I consider myself a pretty matured and responsible youth able to learn and act fast. I believe in sharing knowledge and learning from others at a faster pace.

Place: Faridabad

Date: SHWATI SINGH