**SMRITI SHARMA**

**D-136, KARAMPURA**

**NEW DELHI-110015,**

**CELL: 8447923164**

**EMAIL; - lalitsmritibhardwaj@gmail.com**

**Career Objective**

**To gain the good position and utilize my experience and leadership skills towards providing best service ad achieve the goals of the organization.**

**Professional Experience**

**Organization : SHOBHA INDUSTRIES PVT.LTD, DELHI**

**DURATION : MAY 2013 to JAN 2015**

**Designation : DOCUMENTATION EXECUTIVE.**

* **Handle operations of all carriers i.e. Sea, Air, Land, Trouble Shoot all issues of loading, transshipments and final Deliveries.**
* **Organize Land Transportation for inbound and outbound.**
* **Liaise with shipping Agencies /Carriers /Lines for competitive rates and services.**
* **Interface with ports, custom and external inspection authorities for documentation, goods clearance and other routine matters.**
* **Handing all calls in a front desk.**
* **Handle all type of billing in Shobha industries PVT. LTD.**

**Organization : K.C.MEMORIAL NURSING HOME**

**DURATION : JAN 2015 till the date**

**Designation : BILLING EXECUTIVE**

* **Handle all types of billing and front desk work.**

**EDUCATIONAL SUMMARY:**

* **B.A final year Result awaiting from Delhi University (SOL).**
* **Passed 10th from C.B.S.E 72%**
* **Passes 12th from C.B.S.E 80 %**

**PROFESSIONAL QUALIFICATION:-**

* **Basic knowledge of computers.**
* **Knowledge of tally.**
* **Knowledge of typing.**

**Personal Details:**

**Name : SMRITI SHARMA**

**Father Name : SH.UMESH SHARMA**

**Date of birth : 25.DEC.1995**

**Employment Status : Full Time**

**Relationship Status : UNMARRIED**

**Language Known : Hindi, English**

**Date:-21.09.2015**

**Place:- New Delhi**

**(SMRITI SHARMA)**