

RESUME

Apurva Dipak Shah

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Mobile No : 8482951874

Objective :

To work with an organization where I can learn new skills and increase abilities for the organizational goals as well as myself.

QUALIFICATION :

H.V Desai college

BBA (Bachelor Of Business Administration) 2022

Final Grade : A

Renuka Swaroop junior college

HSC (feb 2019)

First Class

Renuka Swaroop memorial Girls high-school

SSC (March 2017)

First Class

EXPERIENCE :

I Have 1 Year of experience in MSC as assistant executive in import export documentation.

(15 June 2023 to 5 July 2024)

I Have Below task in previous Organization

1 CRM in Dynamics Microsoft (Australia) Import Export documentation

* Case creation

* Customer Query Handling, Contact Creation, Account Creation

2 South China Process in Bill processing for export Docs.

3 North China Process in Bill Processing for export Docs.

SKILLS :

- Tally Prime & ERP
- Basic knowledge of computer

(MS Excel, Power point, MS Word)

STRENGTH & HOBBIES :

- Hard and smart working
- Honest
- Good communication
- Exploring new things
- Drawing

PERSONAL INFORMATION :

Name : Apurva Deepak Shah

Date Of Birth : 21-05-2002

Language : English, Hindi, Marathi.

Address : 67/B Deshmukh soc. Shukrawar Peth, Pune.

Nationality : Indian

Declaration :

I hereby declare hereby declare that all the information given above is true up to the best of my knowledge.

- Apurva shah