

RESUME

Sunita Rai

Contact Address:

H.NO B37/561 St No 9, Nirmal
Nagar, Dugri, Ludhiana, (PB) India

Mobile No:

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Personal Data:

Father's Name : Sh. Ranjit Kumar

Date of Birth : 08.10.1985

Sex : Female

Nationality : Indian

Marital Status : Unmarried

Languages : English, Hindi
known Punjabi.

My Strengths:

- Self Confidence
- Positive approach
- Adaptable to changes
- Ability to learn new things

Permanent Address:

SUNITA RAI
H.NO 4290A, STREET NO.
1,BABA SHRI CHAND COLONY,
OPP.JAIN
SCHOOL,CHANDIGARH ROAD,
JAMALPUR, LUDHIANA,
PUNJAB (INDIA)

Objective

To work hard with strong perseverance.

Educational Qualification

2006 B.A.

- University: Punjab University, Chandigarh
- Percentage: 62.5%

Academic Qualification-

- 1) (12th) in commerce field Regular from CBSE, U.S.P.C. Jain Public School, Jamalpur, Ludhiana with 70.5%
- 2) (10th) Regular from CBSE, U.S.P.C. Jain Public School, Jamalpur, Ludhiana with 68.5%

Technical Skills

Data base : Microsoft Excel, Word, Outlook Express, Internet
Operating System : Windows 98/2000/2007/XP
Software : ERP System, FOXPRO, Tally

Additional Skills According To Work Experience

- Complete Knowledge of direct export
- 3rd country export
- Conversation with foreign buyers, custom, shipping lines & insurance office dealings
- Knowledge of export incentives
- Maintenance of export payments accounts of sundry debtors
- Knowledge of accounts, tally
- Knowledge about Domestic sale
- Having good command over English language
- Handle Administrative work
- Handle independently whole office work

Work Experience: -

I have worked in M/s Yogesh Cycle Industries (Regd.),Ludhiana in accounts department & export documentation for 5 years. (From 2004-2009)

I have worked in M/s Goldstar Industries,Ludhiana as an Export Documentation Incharge for 2 years. (2009-2011)

I have worked in M/s Nexo Industries Ltd.,Ludhiana as an Export Marketing & Documentation Incharge. (2011-2013Oct)

Presently, I am working in M/s Asian Lak Health Foods Pvt. Ltd. a unit of BISERI & sister concern of M/s Vardharaja Food Products Pvt Ltd., Ludhiana as an export manager. (Till now)

Personal Skills

- An enthusiastic learner of new things.
- Comprehensive problem solving abilities, excellent verbal and written communication skills.
- Self-motivated , hard working.
- Adjustable in any work environment.

Declaration -

I hereby declared that all above-mentioned information is true & complete to the best of my knowledge and belief.

Place : Ludhiana

(Sunita Rai)