Curriculum vitae

**SHARWAN KAPOOR**

**#7/13 Patel Nagar behind**

**B.D floor mill,**

**Ambala Cantt-133001**

**Haryana**

**(M) +91- 8529054566**

**E-mail**: [kapoorboysharwan13@gmail.com](mailto:kapoorboysharwan13@gmail.com)

**Seeking a position where I can utilize my skills and abilities in an Organization that offers professional growth while being resourceful, innovative and flexible.**

**Academic Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Board/University** | **Institute** | **Year of**  **Passing** | **Percentage** |
| **Matriculation** | **H.B.S.E Board**  **(Bhiwani)** |  | **2011** | **87%** |
| **Senior**  **Secondary**  **(N.MED)** | **H.B.S.E Board**  **(Bhiwani)** |  | **2013** | **61%** |
| **B.A** | **Sunrise university** |  | **2016** | **65%** |

**Career Objective:**

* To attain a good position in competitive, result oriented, progressive organization where I can fully utilize my communication and other skills.
* To make significant contribution to the organization in which I am going to work, by **sheer dedication and determination** and secure key position in the organization.

**Strengths:**

* Team worker
* Punctuality
* Positive attitude
* Ownership
* Ability to learn new things in short period.

**System Knowledge:**

* **Operating System**

WINDOWS - 98, XP, Vista, 7, 10

* **Key Skills:** Knowledge of Excel **(Basic Formulas, Pivot Table,Vlookup)**, Word, Power Point , Outlook

**Work Experience:**

* Currently working in **RIVIGO Services Pvt Ltd** as a **Team Leader** from Aug-2016.

**Roles and Responsibilities in Rivigo :**

* **Inbound/ Outbound Load Planning.**
* **Stock Report maintains.**
* **Handle Project of Shop Floor.**
* **CN Completion with proper QC.**
* **Manage DEPS of whole Ambala Cluster (11 Branches).**
* **Pre planning for incoming load.**
* **Cross checking of Documentation.**
* **Drivers Management.**
* **Route Design according to Load.**
* **Working in a large warehouse (60000 sq.ft)**
* **Managing 20+ Team Members.**

**Languages Known:**

English : Read, Write

Hindi : Read, Write, Speak

Punjabi : Speak

**Personal Details:**

Date of Birth : 30th October, 1994

Father’s Name : Sh. Ram Gopal

Sex : Male

Marital Status : Married

Nationality : Indian

Salary Expected : Negotiable

**Interests:**

* Enjoy listening to music.
* Travelling
* Interacting with people.

**References:**

Available on Request

I hereby declare that all the information given above is true according to my knowledge.

**DATE……………… (SHARWAN KAPOOR)**