

SHAILENDER SINGH

Contacts: +91 9599362532,9625471340; Email: shailender071118@gmail.com

OBJECTIVE

To seek a challenging position where I can utilize my competencies, capabilities, experience & skills towards the job and company.

WORK EXPERIENCE

- Since MAR'2021, to till date as CUSTOMER SALES ASSISTANT with RELIANCE SMSL Pvt Ltd at GT KARNAL ROAD, Delhi.
- Since JUN'2021, to till date as Cargo ASSISTANT with Delhi cargo service center Pvt Ltd (GFT) at IGI Airport, New Delhi.

Key Deliverables:

- Get in touch with customer, corresponding through phone calls, email, telexes.
- Coordination with Airlines to maintain healthy relation with the clients to enrich the business services.
- Airways bills acceptance.
- Freight Data Capturing.
- AWB International Customs paper work segregation.
- DGR/PER/PEP/PEM/AVI/COU/PO Mail handling.
- Supervising ULD Build up.
- Flight manifestation.
- Export cargo ULD releasing from warehouse.
- Coordination with Cargo Load Control (CLC)
- Preparing DLS/UWS/NOTOC.

PROFESSIONAL-QUALIFICATION

- Completed Dangerous Goods Regulations CAT-07.
- Completed SMS (Safety Management System) training from DCSC.
- Basic Knowledge of computers.

ACADEMIC DETAILS

- Graduation from DELHI University in 2016.

- 12th from CBSE Board in 2013.
- 10th from CBSE Board in 2011.

STRENGTHS

- Good listener.
- Friendly Nature.
- Leadership quality.

- Hard working.

- Normal behaviour.

PERSONAL DETAILS:

- Name : Shailender Singh
- Father's Name : Late. Shri Subedar Singh
- Date of Birth : 28th 'MAR'1996
- Marital Status : Married
- Language Known : English and Hindi
- Passport : Yes
- Address : A-4/1 Prem Vihar street no .4 Nangli dairy Najafgarh , New Delhi , 110043

DECLARATION:

I hereby, declare that the information furnished above is true to the best of my life knowledge & belief.

Place

Date

SHAILENDER SINGH