

# ANSH JAIN

## CONTACT DETAILS

- 8839579174
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- Bhilai, India

## EDUCATION

- Shri Shankaracharya  
Mahavidyalaya
- BBA : Major in  
Business Analytics

## LANGUAGES

- English
- Hindi

## ➤ CAREER OBJECTIVE

- To secure a challenging position where i can effectively contribute my skills, and innovative ideas to gain knowledge in the work oriented enviroment.

## ➤ CERTIFICATION

- INDIAN INSTITUTE OF IMPORT & EXPORT
- \*Import And Export Management

## ➤ EXPERIENCE

- Confirmed all shipping details before allowing packages to leave the facility.
- Prepared inventory and sales reports.
- Coordinated overseas shipping with customs agents for clearance.
- Keep up-to-date tracking data from shipment through delivery.
- Checked the accuracy of invoices from customers brokers.

## ➤ SKILLS

- Microsoft Excel
- Microsoft Word
- Data Management
- Team Management