

TINA JAIN

Tel.:9910764240,9953663356~**E-Mail:**tinaranjain@gmail.com

Objective

Keen to work with an organization for a better personal growth by contributing in the progress of the organization and aligning with its core values and vision.

Academic & Professional Education

Masters in Information Technology from Punjab Technical University
Masters in computer application from Punjab Technical University
Masters in Hindi Literature from IGNOU
DOEACC'O' Level and 'A' Level Certificate
Bachelor's in Arts from Delhi University

12thfrom C.B.S.E.Delhi 10th

from C.B.S.E Delhi

Work Experience

Currently working as a Logistic Officer Since Jan2025 Shiv Shakti Freight Forwarders (Indirapuram U.P.)

Logistic Company
Responsibilities

- Customer Coordination about shipment
- Customer data management
- Follow-ups about Shipment dispatch source to destination
- Handling proper documents like customer invoice, packing list etc.
- Generate bills and dockets for Customer shipment

**Logistic Officer
Shiv Shakti Freight Forwarders (Indirapuram U.P.)**

**April2018–March2020
January 2025-till now**

Logistic Company
Responsibilities

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Cargo Executive
Celebi Delhi Cargo Management
India Pvt. Ltd. (Cargo Terminal, IGI Airport, New Delhi)

May2012–July2016

Responsibilities

- Customer Coordination about shipment clearance
- Customer data management
- Customer as well as passengers query solving
- Handling proper documents about shipment clearance according to Custom
- Passenger's baggage Clearance

Specialties

- Knowledge of Ms-office
- Work done Integrated Cargo Management System Software
- Quick Learner
- Works as a Team Leader

Hobbies and Activities

- Listening to music
- Gaining knowledge about Mythology

Personal Profile

Husband's Name: Rishabh Jain
Date of Birth: 11thJuly1986
Gender: Female
Nationality: Indian
Marital status: Married
Languages Known: English, Hindi

Declaration

I here by declare that the in formation provided by me is true to the best of my knowledge and belief.

(TINAJAIN)