

# Priyanshu

Acting as a liaison between senior management, employees and customers, and working closely with the distribution center in order to expedite deliveries.

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## EXPERIENCE

Operations Executive Edusoft IT Solutions Pvt. Ltd. - New Delhi, India  
12/2022-Current

- Managed office correspondence, including emails, phone calls and mail, efficiently and promptly.
- Raised purchase orders, liaising with suppliers to keep all orders delivered on time and in full.
- Completed data processing and processing orders into relevant systems to keep records and documentation up-to-date.
- Coordinating logistics or transport
- Managing schedules or fleet assignments
- Communicating with drivers or delivery personnel

## EDUCATION

- 10th from C.B.S.E.
- 12th from C.B.S.E.
- B.C.A. from IGNOU (Pursuing Graduation)
- Web Developing (html, css & Java)
- MS-Office (Excel, Ms word & Powerpoint)

### + DISCLAIMER

I have declared that all the information given above is true of my best knowledge.

## SKILLS

- Hardworking and determined.
- Good Listening
- Honesty
- Enquiry handling
- Office supply management
- Microsoft Office
- Mail distribution Logistics management Inventory management
- Google Sheets

## PERSONAL INFORMATION

- Father's Name: Mr. Rajkumar Sharma
- Age :- 22 years
- Date of birth: 03/04/2003
- Nationality: Indian
- Marital status: Single