

# Khusboo

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 [Khusbookhan447@gmail.com](mailto:Khusbookhan447@gmail.com)

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## PROFESSIONAL SKILLS

### TECHNICAL SKILLS

- Ms Excel
- Ms word

### INTERPERSONAL SKILLS

- Communication Skill
- Time management
- Teamwork



## EDUCATION

- ❖ 10<sup>th</sup> from C.B.S.E Board
- ❖ 12<sup>th</sup> from C.B.S.E Board

## WORKING EXPERIENCE

- ❖ instakart services private limited

*Designation:Sorter executive*

*(January 2021 to March 2023 )*

## JOB DESCRIPTION

- ❖ Communicate with the sellers on pickup related issues.
- ❖ Check mail related to sellers' issues.
- ❖ Structured and maintained a safe work environment. Handled incoming and outgoing packages.
- ❖ Filled all google excel tracker that is provided by the team leader.
- ❖ Maintain the all vehicle data & fill it in the google form.
- ❖ Give all necessary items that are related to scanning such as empty bags, labels, bag seals,etc.
- ❖ Sending the Wish master to route with proper Trip-sheet.
- ❖ Sort the shipments with seller wise.
- ❖ Working under pressure and in a fast paced environment.
- ❖ Complete daily tasks and establish communication with my co-workers for a smooth operation.

## PERSONAL DETAILS

**DOB** – 18 April 1999

**Languages** – English, Hindi

**Current Location** - Delhi

