

Khusboo



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PROFESSIONAL SKILLS

TECHNICAL SKILLS

- Ms Excel
- Ms word

INTERPERSONAL SKILLS

- Communication Skill
- Time management
- Teamwork



EDUCATION

- ❖ 10th from C.B.S.E Board
- ❖ 12th 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

