

SHIRAZ RAJA

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OBJECTIVE

Highly motivated and ambitious professional seeking a challenging position in a forward-thinking organization where I can utilize my interpersonal skills, academic knowledge, and professional expertise. My goal is to contribute effectively to the organization's success by taking on complex challenges, delivering measurable results, and excelling in a collaborative team environment.

PROFESSIONAL EXPERIENCE

Warehouse Associate, (1st April 2023 - 30th May 2025)

Delhivery

- Increased accuracy in order picking by utilizing electronic scanning devices and following established procedures.
- Collaborated with team members to achieve daily targets and complete tasks efficiently.
- Consistently met or exceeded productivity targets while maintaining high standards for quality and safety.
- Performed inventory control, such as counting, and stocking merchandise.
- Enhanced customer satisfaction through timely shipment of orders, ensuring proper packaging and labeling.
- Operated various types of equipment such as forklifts, pallet jacks, or hand trucks safely while moving product throughout the facility.
- Assisted in reducing product damage by properly handling and storing materials.
- Loaded and unloaded materials onto and off trucks for shipment.
- Managed warehouse operations and verified proper shipment procedures.
- Unpacked and repacked items in different quantities and configurations for shipment.

Magic Hand Company

As an Accountant 2022-2023

Cynetsystems

Document controller | 2020-2022 April

KEY STRENGTHS

Team Collaboration:

Excellent interpersonal skills to foster teamwork and achieve project goals collectively.

- **Material and Process Knowledge:**

In-depth understanding of production planning and control processes, ensuring efficient resource utilization.

- **Adaptability to Technology:**

Quick learner with a proven ability to adapt to new tools, platforms, and methodologies.

- **Leadership and Initiative:**

Proactive and self-motivated, with a strong capacity for risk-taking and decision-making in dynamic environments.

- **Commitment to Excellence:**

Determined and goal-oriented, with a focus on delivering quality results under tight deadlines.

POSITIONS MANAGED

- Accounting Professional
- Business Analyst
- Business Systems Analyst
- Program Manager
- Project Manager

EDUCATIONAL QUALIFICATIONS

- **Bachelor of Commerce (Hons):** 2020 | University of Delhi
 - Specialized in [Document controller cost accounting Finance, Marketing].
 - Completed a capstone project on .
- **12th Grade (Commerce):** 2016 | UP Board
 - Achieved
- **10th Grade:** 2014 | CBSE Board
 - Excelled in Mathematics and Science.

TECHNICAL SKILLS

- **Office Administration:**

Expertise in managing day-to-day operations, including scheduling, correspondence, and reporting.
- **MS Office Suite:**

Proficient in MS Excel (pivot tables, data analysis), MS Word (document preparation), and PowerPoint (presentation design).
- **Critical Thinking & Problem Solving:**

Strong analytical abilities to identify issues, propose solutions, and implement them effectively.

SOFT SKILLS:

- Leadership and Negotiation
- Emotional Intelligence and Strong Communication
- Teamwork and Collaboration
- Time Management and Organizational Skills

Logistics Skills

- Material Handling
- Shipping and receiving
- Heavy Lifting
- Warehouse environment safety
- Order picking and processing
- Inventory counting
- Leadership and team building
- Warehouse Operations
- Operations Support

LANGUAGES

- **Hindi:** Native proficiency
- **English:** Full professional proficiency

CERTIFICATIONS

- **Certified Recruitment Professional:** [XL Technologies, Okhla, New Delhi]
- **Advanced Excel Certification:** [XL Technologies, Okhla, New Delhi]

DECLARATION

I am a dedicated professional with a strong belief in my ability to contribute positively to organizational growth. I thrive in challenging environments and remain committed to self-improvement and professional development. The information provided in this CV is accurate and truthful to the best of my knowledge.

(SHIRAZ RAJA)