

# HARJOT SINGH

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## PROFESSIONAL SUMMARY

Detail oriented and adaptable professional skilled in documentation, operational accuracy, and compliance support. Experienced in record-keeping, customer interaction, and process coordination. Seeking an entry-level AML/KYC role to support due diligence, risk reviews, and regulatory compliance frameworks.

## EDUCATION

Bachelor of Business Administration (Marketing), IITM, New Delhi — 2024  
Senior Secondary (Commerce + Computer Science), G.T.B Public School — 2021

## CERTIFICATIONS

- Business to Business Marketing — SWAYAM (NPTEL)
- Ecommerce — SWAYAM (NPTEL)

## WORK EXPERIENCE

Warehouse Executive — E-Tail Express Pvt. Ltd. (Jul 2023 – Oct 2023)

- Managed daily warehouse operations ensuring accuracy and safety.
- Maintained inventory documentation, shipment records, and SOP compliance.
- Ensured operational quality through coordination and workflow support.

## KEY SKILLS

- AML Awareness • Documentation Handling • Communication • Time Management
- Customer Interaction • Process Accuracy • Basic Compliance Knowledge
- Team Collaboration • Problem Solving

## LANGUAGES

English • Hindi • Punjabi

## HOBBIES

Socializing • Gymming • Travelling