

Preetinder Singh

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OBJECTIVE

Reliable, energetic and punctual looking forward for an opportunity where I can make a difference.
With an ambitious pace and desire to scale the peaks of personal experience.

WORK EXPERIENCE

HAPPY STEEL PVT. LTD. - *Punjab, INDIA*

JANUARY 2019 – SEP 2019

Worked as computer operator:

- Quickly and thoroughly read the technical documents.
- Clearing the errors, regularly checking the sales and incoming material.

EDUCATION

- Completed High school
- Pursuing diploma in computer programming (Seneca international academy).

PROFESSIONAL SKILLS

- Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
- Comfortable working in both Microsoft Windows 10 and Mac OS X.

- Excellent communication skills with a focus on team-building and customer relations.

LANGUAGE COMPETENCIES

- Punjabi, Hindi : native language
- English: Fluent (speaking, reading, writing)

WEEKLY AVAILABILITY:

- Friday, Saturday, Sunday and Monday (full day available)
- Tuesday, Wednesday and Thursday (available after 4pm)