

Sarabjit Singh (Sabi Singh)
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PERSONAL DETAILS

Driving License

Full/Clean License with P endorsement, PSL.

EDUCATION

Batchelor of Information Technology – Otago Polytechnic, Dunedin
July 2018 – June 2021 (EXPECTED)

RELEVANT COURSEWORK:

FIRST YEAR

- **Programming 1**
- **Maths for IT**
- **Web 1 – Technology & Development**
- **Professional Practice for Information technology**
- **Programming 2**
- **Introduction to Systems Analysis**
- **Introductions to networks**
- **PC Maintenance**

SECOND YEAR

- **Database 2**
- **Programming 3**
- **Web 2 – Programming**
- **Linux operating Systems**
- **Embedded Systems**
- **Operating Systems Concepts**
- **Routing & Switching Essentials**
- **Software Engineering**

YEAR THREE (Start July 2020)

- **Project 1**
- **Database 3**
- **Security**
- **Scaling networks**

WORK EXPERIENCE

Four Square Port Chalmers (July 2016 – May 2020)

(Store Supervisor)

- **Looking after the whole store operations. Store orders processing. Setting up store promotions. Managing staff and rosters. Duty manager. Maintaining day to day store operations.**

Alert Taxis Ltd (Jan 2015 – July 2016)

(Owner Driver)

- **Started as a contracted taxi driver for the company for a year and then bought my own franchise and car and became owner operator for nearly a year. It included providing service to large corporate client base like Air New Zealand, Jet Star, Fonterra, Noel Leeming, L'Oréal Cosmetics, Vodafone, AA and many more. Received excellent feedback from the clients for the service.**

Dissmeyer Super Discounters (June 2013 – August 2015)

(Business Owner)

- **It involved customer service, complaints, POS system operation, managing stock levels, ordering stock, banking, accounts, making sure all products in the system with right profit margins and managing the whole business.**

James Hardie, Penrose, Auckland (April 2011 – May 2013)

(Internal Customer Service, Internal sales, Computer orders, Technical)

- **Dealt with merchants like Bunnings, Mitre 10, Carters, ITM, Timber Yards and Building agents like signature homes, Keith Hay Homes etc.**
- **Includes taking phone inquiries. Processing phone, email & fax orders. Dealing with customers inquiries, following up deliveries, upselling new products, providing technical support, Authorising merchant credits, Meeting KPI's, Won all the incentives for best performance internally.**

iiNet, Auckland CBD (July 2010 – April 2011)

(Customer Service, Inbound Sales, taking phone orders and handling complaints, upgrading services, technical support for Australia's second largest DSL Internet Service Provider)

- **It includes inbound and outbound sales calls, Processing account credits, closing and opening accounts, following up, upselling internal products, providing technical support, achieved all the incentives within the team.**

HCD Flow Technology, Onehunga, Auckland (March 2008 – Feb 2010)

(Customer Service, Internal sales, Computer Orders)

- It includes taking order on the phone, processing them in the system and track and tracing to see if the customer got the order. Also face to face dealing with the customer and try to up sell to better product for their needs. Handling complaints and inquiries and managing stock take every 3 months. Ordering the goods and receipting them in stock. Make sure everything is up to standard and well maintained.

SKILLS

Languages: C#, Java, C++, html5 and CSS3, PHP, Linux, SAP, Web Framework

Software: Microsoft Visual Studio, Eclipse, Android Studio,

REFEREES

Available on request.