**GURCHARAN SINGH**

3/117 Ramesh Nagar, New Delhi – 110015 (Front Side), India, • +91 -965-478-6030 **•** [singhguru0035@gmail.com](mailto:singhguru035@gmail.com)

# SUMMARY OF QUALIFICATIONS

• Over 4 years of experience in Welding, buffing.

• Strong background in Metal Fabrication.

• Proven skills in the furniture industry.

• Demonstrated ability to attract a customer.

• Professional communication skills include fluency in English, Punjabi, and Hindi.

• Computer skills include: - MS Office

- Internet Buffering

- Auto CAD

# PROFESSIONAL EXPERIENCE

# GND Steels & Interiors, New Delhi, India

• Act as an

- Tig/Mig/ARC Welder for ferrous & non-ferrous metals

- Metal polisher/ Buffer

- CNC sheet metal shearing machine operator

- Lath machine operator

- Operate angle grinders to prepare the parts that must be welded.

• Delivered inspired, efficient designs for the commercial and residential market.

• Created high-quality designs efficiently in a dynamic environment.

• Promote products on the customer-oriented basis.

• Keep all projects under budget and on time.

• Managed vendors and subcontractors for 98% on-time delivery.

• Ability to read blueprints of AUTO CAD.

# Customer Service Representative

# Tech Mahindra, Noida, U.P. India

• Answered inquiries from customers on the phone

• Investigated and solved any customer concerns

• Accurately processed financial transactions using computerized cash registers in a fast-paced environment

• Earned a letter of APPRECIATION.

**VOLUNTEER EXPERIENCE**

**Exhibitor 2009 – 2010**

**Times Exhibitors, Mumbai & Pune India**

• Managed and promoting products like artificial jewellery & other as customized items.

**EDUCATION**

**Higher Secondary School 2008**

**Guru Harkrishan Public School, India Gate, New Delhi, INDIA**