**Navneet Singh Gujral**

**A94 Orchid white field, Makarba crossing**

**Ahmedabad**

**Mobile: +919602760783, +919099566889**

gujralsinghnavneet@gmail.com

**Objective**To establish a strong base within a reputable organisation that offers the opportunity to utilise and develop my skills, together with the prospects of growth and potential leadership positions.

**Skills and Abilities**

**Communications:** Good written and verbal presentation skills. Use of proper grammar as well as a good speaking voice.

**Interpersonal Skills:** Able to develop a working relationship with co-workers quickly and can accept supervision if required.

**Attention to Detail:** Concerned about quality of product. Produce work that is only orderly and attractive.

**Hardworking:** Worked hard throughout high school. Did other activities that were structured and maintained above average grades in O Levels being, 3 A\*s and 5 As.

**Enthusiastic:** Always motivated and determined to work and produce satisfactory results with customer satisfaction in mind.

**Customer Service:** Routinely handled more than 300 customers per day in a clothes retail outlet abroad. Paid attention to their needs. Quickly resolved any issues or complaints.

**Reliable:** Excellent attendance record and punctual on time.

**Flexible:** Eager to try new things other than the assigned task itself and improving efficiency in the workplace is always a priority.

**Education**

Graduated from CAMBRIDGE Board of London(IGCSE). studied in SIBT, Macquarie University where I scored High Distinctions in Introduction to Computing, Communication Skills I and III and obtained a certificate four and completed my Advanced diploma of business from AVLC Parramatta, All Certificate available upon request.

**Job Experience**

**Trainee Cashier 2007-2009**

Worked as a part time cashier in a retail clothes shop, overseas, under supervision for a week. Was then trusted to do the work. Duties included:

* Handling sales and dealing with customer complaints
* Delivering a good customer service
* Occasional unpacking of boxes and maintaining a well presented showroom

**Assistant Manager 2009-2010**

Working as an assistant manager in my father’s hotel in the front desk department learned to deal with guest in hospitality ways:

* Welcoming guest to the hotel and addressing them with their rooms and

Hotel.

* Managing the front desk including.

(Guest check inn, dealing with inbound and outbound call services offering

payment options and be interactive and fast).

* Have interactions with them about their stay with us.

**IN SYDNEY**

**Delivery boy 2010-2011**

Worked as a part time “delivery boy”in DOMINOS had a great experience and actually learnt

how a franchisee works and had a full driving license

* Delivering pizza’s to various places with a positive attitude
* Be very safe that the food is absolutely safe and hot
* Delivery the given item before the given time
* Have a great responsibility towards my work and be careful to avoid any loss

the firm.

**Wait staff 2011-2012**

Worked as a part time in the wait staff of aki’s restaurant at Woolloomooloo wharf, which is a

Fine dining restaurant which is awarded with three “HAT” and also has a “Wine glass” from the

Good Food guide by Sydney Morning Herald.

* Welcoming guest to the restaurant and making them comfortable to the table

they would be sitting.

* Offering them with the delicious dishes and drinks and explaining them that

how is it served.

* Try to maximise the sale and specially wine bottles and drinks as it’s a great profit

to the firm

* To make them comfortable in all ways and to make it a memorable day
* To clean the area well so that it looks absolutely specular and clean

**Sales department 2012-2013**

Worked in Telstra pvt ltd in the sales department (telecom company) which is one of the best firms in Australia where telecom is concerned.

* Dealing with the clients regarding there services
* Making them aware of our new services and sell them new products
* Find the best contract according to the customers choice and making him believe in us
* Training new members how does the franchise work.

**Other Activities**

**Volunteer Work**

**GUITARIST**

Applied for TRINITY collage London examinations and scored distinction, and the second time toped the examinations in classical western music guitar (certificates available if required) also scored in top three positions in rock school London examinations.

**FOOT BALLER**

Got selected in the team as a captain of the team as a goalkeeper played for many championships and then finally got selected for the state level football team and was man of the match for a match amongst the state level championships.

**Painter 2009**Helped paint a local school during a period of three weeks for the summer. Worked well under pressure and was able to complete the task ahead of schedule.

**Setting up a Concert 2010**Volunteered as a member for arranging a concert for my school. Took additional steps to ensure that it was successful. We were under financed therefore I took the initiative to visit local business owners and invite them to promote their products as well as give them seats to our concert. Extra money was given to the workforce for job well done. Keeping morale of workforce is important.

Reference provided upon request.