



# Sundeep Kaur

Office Administrator

Highly organized and detail-oriented professional with 1.5 years of experience in office administration. Seeking a challenging position in an esteemed organization where I can utilize my skills and contribute to streamlining operations and enhancing overall efficiency.

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📍 Jalandhar, Punjab, India, INDIA

📅 17 November, 1988

## EDUCATION

### M.A Political Science

Sikkim Manipal University

04/2012 - 05/2014

Delhi

### B.A

Delhi University

04/2007 - 05/2010

Delhi

### Senior Secondary

Guru Har Krishan Public school, Kalkaji

04/2005 - 05/2006

Delhi

## WORK EXPERIENCE

### Office administrator

AGI GLOBAL SCHOOL

03/2022 - Present

Jalandhar

#### Skills

- Proficient in office management, record-keeping, and administrative tasks.
- Strong multitasking abilities, able to prioritize and manage multiple projects simultaneously.
- Solid knowledge of office software applications, including MS Office Suite (Word, Excel, PowerPoint, Outlook), and office equipment.
- Proven ability to maintain confidentiality and handle sensitive information with discretion
- Detail-oriented with a strong focus on accuracy and efficiency.

### Senior Sale Assistant

Kapoor Watch Company

04/2012 - 07/2015

Delhi

Independently handling the various transaction which are related to sales, promotional events and developing good client connect etc.

#### Tasks

- Worked as lead to manage various sale transaction of premier brand and building strong customer relationship and rendering exceptional client service to them.
- Lead many sales promotional activities during my stint with the organization.
- Performed activities linked to compliance of employees on regular basis.
- Preparing Monthly Consolidated Closing/Primary/Secondary Sheets of the store.

## SKILLS

Communication Skills

Microsoft Office

Leadership Skills

Administrative Skills

Interpersonal Communication Skills

## ACHIEVEMENTS

Bronze Level Award at Tag Heuer (04/2013 - 05/2013)

## ORGANIZATIONS

CRE at TISSOT BOUTIQUE (07/2010 - 07/2011)

Worked in Ethos, Tissot boutiques for 1 year as Sales Supervisor and handling various activities related to sales, managing business records/billings and resolving customer requests as well as complaints.

## LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

## INTERESTS

Reading

Music