**Davinder Khaira**

07806 749486 / [deekhairakk@outlook.com](mailto:deekhairakk@outlook.com)

**Profile**

I am a highly self-motivated, commercially aware focused individual who achieves goals set and follows to the end. I am an active team member who can work confidently on own initiative. I am also an adaptable character capable of change, learning very quickly of new ideas and products. I am looking for a position where I can advance my existing skills and ascertain further skills to a level of self-fulfilment. I am ambitious and goal oriented, hence the need to find a challenging position with a progressive organisation.

**Education**

Nov 02 - Dec 03

Scheidegger Training, Dunstable

Part-time course - Studying toward a qualification in Webmaster

Sep 99 - Jun 01

Epping Forest College, Essex

Intermediate GNVQ in Information Technology

Sept 94 - Jun 99

Chadwell Heath School, Essex

7 GCSE, grades A - C

**I.T. Skills**

I have a very good understanding of Microsoft Office (Word, PowerPoint, Toolkit CS 5.3.12, Excel, Access and Outlook), SAP, Sage, Opera, NAV and other specially designed in-house software. I also have knowledge of other various word processing and spreadsheet software.

**Work Experience**

October 2018 – February 2019

**Specialist Commercial Joinery**

Company Administrator

-My role involved working directly with the Director of the Company.

-Answering all incoming calls, dealing with all queries .

-Working closely with other members of my team with ordering materials of various jobs.

-Monitoring our main admin email address.

-Working closely with the Director to produce invoices through SAP and sending them to our Clients.

-Chasing for payments.

-Assisting the Director to do company finance checks.

-Using Sage/SAP software to produce all invoices and purchase orders

-Ordering materials from different suppliers and ensuring deliveries are made within the deadlines.

-Reconciliation of all Sales accounts and produce monthly statements and send to Clients.

-In-charge of ordering all office stationary and workshop tools.

March 2018 – September 2018

**JHK Construction**

Office Assistant/ PA

-Producing purchase orders on SAP on a daily basis.

-Producing invoices for Clients.

-Chasing payments.

-Answering all office phone calls and dealing with all enquires.

-Attending site visits to ensure all products were delivered correctly.

-Taking minutes in board meetings and other meeting with Clients.

-Arranging travel for the Directors.

-Researching to find cheaper and more efficient suppliers.

-Reconciliation of all accounts.

-Producing monthly statements.

-In-charge of the office petty cash.

April 2017 – Feb 2018

**Lumino AV Solutions**

Sales/Accounts Assistant

-Working directly with the company Financial Director.

-Producing purchase orders on a daily basis through Sage.

-Liaising with suppliers to ensure delivery is kept within the deadline.

-Producing invoice for other clients on Sage and using the clients portals.

-Reconciliation of all accounts.

**-**Chasing payments from clients.

-Ensuring correct payments to our suppliers at met.

-Attending monthly company meetings.

March 2016 – March 2017

**JHK**

Office Assistant/ PA

-Producing purchase orders on SAP on a daily basis.

-Producing invoices for Clients.

-Chasing payments.

-Answering all office phone calls and dealing with all enquires.

-Attending site visits to ensure all products were delivered correctly.

-Taking minutes in board meetings and other meeting with Clients.

-Arranging travel for the Directors.

-Researching to find cheaper and more efficient suppliers.

-Reconciliation of all accounts.

-Producing monthly statements.

-In-charge of the office petty cash.

Sept 2010 – February 2016

**Serco**

Ops Room Operative

-In-charge of sending pickup and drop-off locations to our drivers around Central London.

-Helping drivers with directions.

-Using Serco’s in-house system to allocate jobs on their PDAs.

-Working night shifts to ensure the safety of our drivers during the night.

March 09 - November 09

**Transport for London** - **British Transport Police**

Training Administrator

Sept 08 - March 09

**JHK Construction**

Office Assistant/ PA

Jan 07 –April 07

**Kings College London**

Human Resources Administrator

Jul 06 –Nov 06

**Leslie Clark, Central London**

Company Secretary

Oct 2005 –Mar 2006

**Upton McGougan Ltd, Central London**

Office Manager

Sept 04 –Sept 05

**Hugh** F **Shaw** & **Co, Central London**

Company Secretary

Aug 02 –Dec 03

**Symonds, Central London**

Personal Assistant

Jun 00 –Aug 02

**JD Sports**

Sales Assistant

Jan 00 –May 00

**NationalWest Bank**

Administration Assistant

Jun 98 –Jan 00

**Tesco**

Sales Assistant

Apr 97 –May 97

**Lloyds TSB**

Administration Assistant

**Skill Profile**

**Communication and Team Skills:** I was elected leader of a team at Symonds and was responsible for producing analytical reports for clients. I have developed written and oral communication skills, frequently having to produce and present these reports to senior management. My work role within the organisation has raised awareness of the need to establish and develop good working relationships; something I believe I have been successful in achieving. I have learnt to seek and accept criticism, using this as a motivation to further build on my skills. I understand that good communication skills are vital in a successful organisation.

**Initiative and Leadership Skills:** During my placement at Symonds, I was given the opportunity to act in a leadership role of my team. This enabled me to assign team members to different components of a project according to their strengths and weakness thereby improving each member’s contribution and efficiency of the whole project. Being leader allowed me to assess clients and senior management’s needs and provided me with experience in establishing and refining projects.

Achievements and Interests

\*Given position of captain within 3 weeks of joining club, motivated and influenced players on an individual and team basis. Acted as a ‘peer mediator’ to help members of the team on and off the field.

\*Worked close to the coach to discuss game strategy, game tactics and to identify weaknesses within the team and upcoming opposition.

\*We also have an I.T room within my local Sikh Temple where kids come and use the computers to do their homework. I help with the kids on how to use a computer and help them with their homework. I also have been helping teachers within the temple who teach kids and adults how to speak and write Punjabi.

\*I am also First Aid trained