

# TEJINDER SINGH KALSI

D.O.B : 22<sup>nd</sup> September 1987  
GENDER : Male  
FATHER'S NAME : S. Jagtar Singh Kalsi  
MARITAL STATUS : Unmarried  
LANGUAGES Proficiency : English, Hindi and Punjabi.

## CAREER OBJECTIVE

TO PURSUE A CHALLENGING CAREER AND BE A PART OF PROGRESSIVE ORGANISATION THE GIVES SCOPE TO ENHANCE MY KNOWLEDGE AND MAKE BEST USE OF MY SKILLS.

## EDUCATION

Course	Period	Institute	Percentage
LLB	2011-2014	Khalsa Law College, Sri Ganganagar	54%
MBA-International Business	2009-2011	PCTE, Ludhiana	68%
Bachelor of Commerce	2006-2009	K.L.S.D College, Ludhiana	69%
Senior Secondary	2005-2006	N.M Jain Model Sr. Sec School, LDH	62%
Matric	2003-2004	M.M.S.P Sr. Sec School	66%

## EXPERIENCE

### WORKING AS INTL' MARKETING EXECUTIVE AT KOVA FASTENERS PVT LTD (SINCE MARCH 2012)

Job Responsibilities:

- Collecting Database of Customers.
- New Customer Development for Fasteners with main focus on European Countries.
- Quotations & Pricing of Inquiries.
- Keeping track of Web Promotion activities, online promotion.
- Manage the Re-designing of Website and Catalogues
- Export Documentation

## STRENGTHS

- Punctuality,
- Positive Thinking,
- Keen Learner,
- Focused On Objectives

## TECHNICAL SKILLS

- Windows OS XP,7,10
- Microsoft Office (Word, Excel & Powerpoint )
- Microsoft Outlook
- Basics of Adobe Photoshop

## INTERESTS

- Computers & Internet
- Movies & Music