

JASPAL SINGH

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Dubai

PROFESSIONAL SUMMARY

Seeking for a position in a company where I can launch my career and build a valuable skill set and to get an opportunity where I can make the best of my potential and contribute to the organization's growth.

CORE QUALIFICATIONS

- Advanced computer skills
- Detailed minute-keeping
- Dedicated team player
- Strong interpersonal skills
- Report analysis
- Travel bookings
- Data entry
- Cash management experience
- Customer friendly
- Fast learning
- Microsoft Excel
- Excel proficiency
- Driving
- Budget analysis
- Coordination
- Administrative support
- Flexible worker

LANGUAGES

- Punjabi, Hindi, English, Arabic basic only

UAE DRIVING LICENSE

Light vehicle driving licensee. (UAE)

EXPERIENCE

06/2022 - until 14/09/2024

Operation Manager

Royal Breeze Supercar | Dubai

- manage and maintain contact and communications with internal and external clients/customers to archive as applicable best value and satisfaction
- Support to all other department which impact on fleet performance and availability
- Utilize agreed systems to manager the fleet operation functions analysis and department
- Ensure all operations are carried on in an appropriate, cost-effective way
- Improve operational management systems, processes and best practices
- Purchase materials, plan inventory and oversee warehouse efficiency
- Help the organization's processes remain legally compliant
- Monitoring, correcting, and improving driving behavior's and operations
- Find ways to increase quality of customer service
- safety standards, and more, reports to upper management on issues and bottlenecks detected in fleet operations
- fleet's performance and expenses
- budgets and major purchase, costs of fleet operations, plans and sets fleet-level target
- Managed client correspondence, order tracking and data communications.
- Managed client communications by answering phones and corresponding through email.
- Completed daily billing, collections and reporting duties.

11/2019 - 05/2022

Personal Assistant to the Managing Director

Al Rakha Group of Companies | Abu Dhabi

- Organized personal and professional calendars, supplying timely reminders of upcoming meetings and events
- Drafted correspondence, compiled reports and prepared presentations with keen attention to detail
- Professionally greeted clients and delivered friendly, knowledgeable assistance
- Prepared meeting rooms and event spaces to achieve successful client engagements

EDUCATION

2012

Maher Chand Polytechnic

College | Jalandhar Punjab India

Diploma: Computer maintenance

2011

New Bharat Computer Institute |

Jalandhar

Diploma: Computer Basic

Information & System

Management/Accounts

2010

Punjab Board | Jalandhar Punjab

India

Diploma of Higher Education

- Coordinated flight, accommodation and travel arrangements, maintaining strict compliance with budgets and schedules
- Checked and opened mail, enabling prompt response to correspondence, bills and invoices
- Operated multi-line phone systems, handling high volume of calls daily
- Maintained updated spreadsheets with metrics for tracking

02/2017 - 02/2018

Assistant Manager

FFC German Doner Kebab UAE

- Trained staff on best practices to achieve optimal productivity
- Evaluated staff performance, implementing training and development programmers to maintain exceptional service levels
- Addressed customer issues calmly and professionally, delivering quick, successful resolutions
- Oversaw daily operations of store, including inventory and supply restocking, cash-handling and assisting customers
- Developed product pricing and promotions to reach revenue goals
- Nurtured positive customer relationships, enhancing membership loyalty and driving client retention
- Built customer relationships with consultative sales approach
- Initiated inventory control measures to manage and replenish stock, maintain costs and meet customer demands.

02/2015 - 02/2017

Supervisor

FFS LLC German Doner Kebab UAE

- Led by example to maintain team motivation, ensuring daily tasks were performed accurately and efficiently
- Managed staff rote's, planning workloads effectively and strategically
- Built customer retention and satisfaction by delivering top-quality service
- Managed store opening and closing, taking key holder responsibilities seriously to uphold robust security
- Achieved order processing and delivery time targets through smooth warehouse operations
- Maintained clean, organized working areas to create positive, productive environments with minimal risk
- Dealt with customer complaints and rectified product and service issues
- Following the high standard while working
- Making sure the availability of products.

11/2012 - 11/2014

Crew/Cashier

Burger King | Dubai

- Managing transactions with customers using cash registers
- Scanning goods and ensuring pricing is accurate
- Collecting payments whether in cash or credit
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Prepared and submitted end-of-shift reports using
- Used cash registers and POS systems to request and record customer