**RESUME**

**GURINDER KAUR**

House No. 38, Sector- 39,

Faridabad, Haryana – 121 002 INDIA

Mob: +91 9999999999

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**PROFESSIONAL SKILLS**

* Quick learning ability and Flexible.
* Team player and hard working.
* Good communication skill
* Can handle multiple tasks.

**EDUCATIONAL QUALIFICATION**

* Done 10th from CBSE, India with second division in 1996.
* Done 10+2 from CBSE, India with second division in 1998.

**ACADAMIC QUALIFICATION**

* Doing BCA 4th Semester.

**TECHNICAL QUALIFICATION**

* One year computer course in Computer Operator Programming Assistant from ITI in 1999.
* Computer typing course through Vohra Institute in 1999.

**EXPOSURE TO COMPUTERS**

* Proficiency Microsoft office (Word, Excel, PowerPoint, outlook & Internet Explorer Browsing).

**PROFESSIONAL WORK EXPERIENCE**

1. **M/s HIND HYDRAULICS, FARIDABAD, INDIA** Designation**: Admin Assistant** January 2003 – March 2005
2. **M/s DESIGN DECISION INC.** Designation: **Office Assistant** April 2005 – February 2008
3. **M/s INDIAN ARMOUR VEHICLES PVT. LTD.** Designation:  **Operations Admin Executive**

March 2008 – December 2011

1. **M/s HARD SHELL FZE** Designation:  **Assistant- Cum-Incharge** May 2012 – June 2012

**(A Group of Company of INDIAN ARMOUR).**

1. **M/s SHREE GANESH METALLOY LTD.** Designation:  **Import Export Assistant** August 2013 – till date

**(Group of Companies)**

* **Bhagirathi Mineral Corporation**
* Handled “Holy Gangajal” project independently.
* Finding new area and developing customers.
* Introduce the company and services. Follow-up and co-ordination with the prospects.
* Manage sales by contacting distributors.
* Manage the transportation of goods as per procedure.
* Manage the inventories record.
* Managing promotional operation of company’s market brand.
* Directing and solving queries of the client.
* Monitored payment for the suppliers.
* **Jata Shankar Marbles Pvt. Ltd.**
* Communicating with customers for developing new orders (B2B or B2C).
* Approaching Corporates through mail and telephone.
* Data generation and maintenance of data.
* Handling overall pre-sales activity.
* Getting orders from overseas markets/buyer with new marketing & sales strategies,.
* Worked with the team on the Buy and Sales Plan.
* Co-ordination with the production house at regular intervals for replenishments and follow-ups.
* Monitor the activities relating to import and export.
* Received, filled and transferred “Purchase Order”, “Packing List” to related Dept.
* Kept contact directly with suppliers to tackle export-import tasks
* Done other assigned work.

**SKILLS**

* Strong knowledge of computers.
* Good problem solving skills.
* Excellent organizational skills.
* Good at coordinating team management.
* Have exclusive planning skills.
* Good leadership skills.

**INTEREST & HOBBIES**

* Listening to music
* Watching Movies
* Travelling & Photography

**EXTRA CURRICULAR ACTIVIES**

* Won so many tournaments at State & National Level.

**PERSONAL INFORMATION**

* **Date of birth :** 02th Dec 1982
* **Husband’s name :** Mr. Cahranjit Singh
* **Religion :** Sikh
* **Marital Status :** Married
* **Nationality**  : Indian
* **Indian Address** : House No. 38, Sector – 29,

Near Water Tank, Faridabad,

Haryana, India -121002

* **Passport Number** : 55555555
* **Place of Issue** : Delhi
* **Date of Expiry** : 15/01/2025
* **Languages Known** : English, Hindi & Punjabi

**DECLARATION**

I hereby inform you that the above mentioned information is true to the best of my knowledge and belief.

**DATE :**

**PLACE :** Faridabad, India **GURINDER KAUR**