

Gursimran Kaur

8750901874 Delhi, 110051
gursimrankaur1402@gmail.com

Executive Assistant: I'm professional responsible for managing the schedules and communication key executive in their company. Client centric office operations, support day to day administrative and financial. Proven talent for aligning business objectives with comprehensive administrative knowledge to achieve maximum operational impacts, converse time and boost efficiency.



Experience

EA To Managing Director
Dalson India
Delbypvcpanel, Ludhiana
Jan/2023 to Present

- Answered phones to process requests, transfer calls or relay messages to appropriate personnel.
- Created and updated records and files to maintain document compliance.
- Assisted management with activities to plan and oversee events and programs.
- Organized resources, records and personnel to accomplish aggressive targets.
- Customer order handling, mailing for the modifications and regular follow ups

Inside sales Executive
Damsun Group, Ludhiana
Jan/2021 to Nov/2022

- Answered customer questions and resolved service issues in a timely manner.
- Diagnosed customer issues by asking probing questions and write up repair orders.
- Interacting with Architects and project manager.
- Customer order handling, mailing for the modifications and regular follow ups.
- Preparation of MIS reports.

Tanishq Retail sale officer, Delhi
Sep 2017 to Dec 2020

- Walking Customer Handing
- Learning Champion About new Launch jewellery.

Area of Expertise

- File Maintenance
- Schedule management
- Business development
- Time Management
- Organizational skills
- Workforce Mentoring & coaching
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education

Bachelor of Computer Application
2012
Jan/2021 to Nov/2022

Strength

- Believe that all the weakness can be converted into strengths with right Efforts and attitudes.

