**RESUME**

**NAVJOT SINGH**

**308/3 Vijay Nagar near D M W,**

**Patiala PUNJAB -147001**

**Mobile -9914748736**

**CARRER OBJECTIVE**

**To make best use of my skills and strive hard to fulfill organization’s expectation**

**SUMMARY OF SKILLS:**

**A self-motivated, conscientious, professional with excellent interpersonal and communications skills that builds successful working relationships with individuals in various cultures and at all levels of an organization.**

**Expert at making quick and effective decisions in stressful situations. Have Computer skills with particular emphasis on MS Word, PowerPoint, and MSExcel.**

**EDUCATIONAL QUALIFICATION:**

* **10th from C.B.S.E (NEW DELHI, INDIA) with 50% marks**
* **12th from C.B.S.E (NEW DELHI, INDIA) with 56% marks**
* **Bachelor of Computer Application from P T U, Jalandhar, PUNJAB With 63.00%**

**EXEPERIENCE:**

* **One and haif Year experience at Hira Automobile Ltd. A Dealership of Maruti Suzuki as Accountant Executive from 5th April 2011 to Dec 2012.**
* **Two Year Experience at Origo Commodities India Pvt Ltd. as an Sr. Operation Supervisor (MIS**

**Executive) and taking responsibilities of FOUR WAREHOUSES from may 2013 to April 2015.**

* **One year as post of Manager at Jasmit Automobile Authorized Dealership Of Honda from July 2015 to Dec 2016 .**
* **One year experience as a Collateral Manager at NCML from may 2017 to may 2018.**

**SPECILIZATION**

* **Ms office- Ms word and Ms Excel**
* **Maintain Dead stock statement**
* **Collection of daily reports from field staff & forward it to corporate office**
* **Maintained DTR on Daily Basis**
* **Maintained All Inward & Outward Statements**
* **Handling Storage Loss & Gain Statements**
* **Trained More than Three Supervisor In MIS Field**

**PERSONAL PROFILE:**

**Father’s Name: -: Late Kaka Singh Bhangu**

**Mother’s Name: -: Sukhninder Kaur**

**Date Of Birth: -: 24-06-1991**

**Hobbies: -: Playing Games, Traveling& Music**

**Languages Known: -: English, Punjabi, Hindi.**

**Marital Status: -: Unmarried**

**Signature: NAVJOT SINGH**