

RAJDEEP GILL

22 SINGH TRAIL
Winnipeg, MB R2R 2X3

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431-388-3933 (Cell)

HIGHLIGHT OF QUALIFICATIONS

- 1 year of providing exceptional customer service in person and over the phone
- Friendly, approachable, and easily establishes a comfortable rapport with customers
- Skilled at listening intently and exchanging information clearly to establish needs
- Proven ability to diffuse tension and work with the customer to find a solution within the requirements of company policy
- Experienced in Microsoft Office 2013 (Word, Excel, PowerPoint), e-mail and Internet
- Enhanced Skills of SOFTWARE DEVELOPMENT AND WEB APPLICATIONS
- Energetic and enthusiastic team player with well groomed personality

RELEVANT EXPERIENCE

- Exceptional communication skills with a variety of ages, backgrounds and cultures
- Committed to fostering a workplace culture of respect and professionalism
- Demonstrated ability to prioritize and work effectively in a multi-tasking environment
- Proven initiative, able to maintain high standards of service without supervision
- Trained new staff in a clear, concise and patient manner when demonstrating new skills
- Good with numbers and basic financial accounting / budgeting

WORK HISTORY

QUANTUM GLOBAL LOGISTICS LIMITED

Jan 2017 to Dec 2017

Position: Dispatcher and Office Assistant

Responsibilities:

- daily administrative duties and office operations including processing correspondence (e-mail and physical), accurate data entry, filing and reception
- updated and completed vendor information profiles in a computerized record keeping system, including records of Trips Booked, Tractors and Trailers in AFM Suites
- provided exceptional customer service and assisted customers in finding the best possible products
- worked with top management on the cost of operations and web applications to foster profitability of the company
- worked the financial department on removing discrepancies and flaws in the accounts payable and receivables for better optimization and charting of financial information

**LIBERTY FREIGHT SOLUTIONS
o/b BRAR CORPORATION**

May 2017 to Sep 2017

Position: Dispatcher

Responsibilities:

- booking load orders and keeping up with customer dispatch to ensure safe and steady processing of freight
- adding and updating customer information in a computerized system
- creating manifest and clearing loads to the States and following up with drivers
- ensuring proper maintenance and record-keeping of Trip-sheets and bills of lading

EDUCATION

SOFTWARE DEVELOPER:

MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY – Current student

HIGH SCHOOL:

SAINIK SCHOOL KAPURTHALA, PUNJAB INDIA -Graduated in 2016
(Programming and Web Applications)

REFERENCES

CHARANJIT BRAR
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DHARM BRAR(DOUG)
1-416-723-0707