

CURRICULUM VITAE

Gurjeet Singh

Bhai Dayal Singh Nagar, Gali No.2

Khairpur Colony, Sirsa - 125055

Mob. - +91, 90175-03330

E-mail: -gurjeets.singh2010@gmail.com

Objective:

To pursue my career with a good job in an organization which encourage and provide open working environment, good work and believes in Building a long term relation with its employees and as well as organization.

Academic Qualification:-

- ❖ Graduation from Maharaja Ganga Singh University Bikaner (Rajasthan).
- ❖ Higher Secondary from Board of School (Rajasthan) .
- ❖ Matriculation from Board of School Education (Rajasthan)

Computer Skill:-

- ❖ Proficient with the use of MS Office and the Internet
- ❖ One Year Diploma in Basic Knowledge of Computer Application.
- ❖ Knowledge of Computer Hardware & Networking.

Work Experience: -

- ❖ At Present working in Poonawalla Fincorp Ltd (Formerly Known as Magma Fincorp Ltd.) as a Sen. Operation Executive form 21 JAN 2021 to Till Time.
- ❖ 1 Year 6 Month Experience as a Branch Senior Operation Officer in Indiabulls ConsumerFinance Ltd. Sirsa from 01 Dec 2018 to 31 May 2020.
- ❖ 10 Year 5 Month Experience as a Senior Hi-Rise Operator in Telmos Automobiles Pvt.Ltd.(Decent Honda) Sirsa from 16 June 2008 to 30 Nov 2018.

Job Profile: -

- ❖ Cash & Account Handling
- ❖ Customer Queries Handling & Satisfaction
- ❖ Proper File check, Disbursement & Dispatch to H.O.
- ❖ Daily MIS Report maintain & send to concern department.
- ❖ Branch Walking Customer Convert to Lead.
- ❖ Cross Sell 100% Achieve the Target

Strengths:-

- ❖ Self Motivation
- ❖ Full Dedication to My Duty.
- ❖ Honesty.
- ❖ High Level Energy

Interests:-

Listen Music,

Father's Name:	Sd.Charanjeet Singh
Date of Birth:	20 July 1988
Sex:	Male
Marital Status:	Married
Language known:	English, Hindi & Punjabi.

Date:

Place: Sirsa

(Gurjeet Singh)

