

Mandeep Singh

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Summary

Results-driven professional with a strong background in operations, administration, and workflow management, now transitioning into logistics. Skilled in process optimization, documentation, and cross-department coordination to ensure efficiency and accuracy. Proven ability to manage resources, streamlines workflows, and support team performance under tight deadlines.

Skills

SOP Implementation, Compliance Management , Administration, Documentation, Back office Operations, Logistic Management, Operations Management, Process Optimization & Efficiency, Team Leadership & Supervision, Vendor & Client Management, Risk Management, Data & Reporting, Service Delivery, Analytical Skill.

Computer & Technical Skills

- Office Productivity: (MS Office - Word, Excel & Power Point etc)
- Data Analysis: SQL (Basic Queries), Python (Basic Data Analysis)
- Documentation & Reporting : Google Workspace, ERP familiarity
- English Typing with Speed 50WPM.
- Digital Tools : Internet Applications, Email Management, PDF/Document Handling

Education

- Bachelor of Science (Economics) with subject Mathematics & Computer Science
Guru Nanak Dev University, Punjab, India (Completed - 2015)
- Logistic Management (Certificate Course)
Logistics Sector Skill Council

Languages Section

- English – Expert
- Punjabi – Native
- Hindi - Fluent

Work History

Om Krishna Enterprises – Site Supervisor (Oct 2024 – Aug 2025)

- Material Management.
- Supervision at site staff member and worker
- Relationship Management with Vendor.
- Support Departmental activities, ensuring timely execution of administrative task.
- Accommodation process management, record management.

Capital Small Finance Bank Limited – Operations Manager (Aug 2021 – Oct 2024)

- Managed branch operations ensuring compliance with regulatory requirements.
- Supervise Team of employees to achieve efficiency and service delivery standards.
- Coordinated with vendors and stakeholders for service improvements.
- Custodian of security Items and Records.
- SOP implementation and reporting.

Manappuram Finance Limited – Branch Head (Assitant Manager) (Mar 2017 to Aug 2021)

- Customer Handling and Relationship Management.
- Managed branch operations including cash flow, compliance, risk management and daily service delivery
- Supervised team of three employees, ensuring smooth execution of branch processes and achievement of operational target.
- Handling reporting, documentation and compliance checks to maintain accuracy and regulatory standards.

Dr B. R. Ambedkar National Institute of Technology, Jalandhar – Assitant Ministerial (Aug 2016 – Jan 2017)

- Provided administrative and clerical support for institutional estate office operations.
- Handled record management, documentation and data entry.
- Support Departmental activities, ensuring timely execution of administrative task.
- Accommodation process management, record management & Multitasking.

Jagatjit Industries Limited, Hamira (June 2010 – July 2015)

- Co ordinate in computer command based plant operation and maintenance.
- Daily and Monthly Reports Maintaining.
- Record maintain as per Punjab Pollution Control Board compliance.
- Plant operations and Maintenance.

Personal Detail

Nationality: Indian

Date of Birth: 28 Aug, 1991

Marital Status: Married

Visa Status: Visit Visa (Valid Till Oct, 2025)