

GURVINDER KAUR

1/6221, Gali No.4, East Rohtash Nagar

Shahdara, Delhi

PH -9650 989747

E-mail: sadanagurvinder@gmail.com



Objective

To reach at the pinnacle of corporate world through my best efforts.

Academic Qualification

- Completed 10th from C.B.S.E.
- Completed 12th from C.B.S.E.
- Completed Adv. Diploma in Textile designing from Delhi University (equivalent to graduation).
- Graduate from Mumbai Hindi Vidyapeeth University in Arts Stream.

Computer Qualification

- Knowledge of Basic Computer.
- Including MS- office (Word, Excel & Power point), Outlook Express, Internet & E-Mails.

Package known

- Corel Draw, Adobe Photoshop, Auto CAD, Ms-Office (As per previous experience)

Professional Experience

- Presently Working with dbHMS Consultants Pvt. Ltd. As Office Executive- Operations From Dec. 2016
- Worked with M/s Zeus Solar EPC Pvt. Ltd. as Executive Assistant cum Office Coordinator in From Oct. 2014 to Dec. 2016
- Worked with Narula Udyog India Pvt. Ltd. as Marketing Coordinator Manufacturer of Hospital Equipments from Feb 2011 to June 2014

Role Description:

Office Coordinator	Internal Coordination
	Coordinate with vendors for meeting
	Follow up for pending payment
	courier inward outward
	Responsible for keeping office equipment maintained
	Make Proposals, Update Proposal Log
	Assist to Tender work
	Responsible for day to day Reports preparation
	Data verifications and reconciliations
	File work, paper work whenever necessary
	Prepare Excel report and submit day to day activity
Administrative	Birthday & Festival Celebrations
	Monthly bill checking and ensuring payment
	Taking care of cleanliness
	Use of petty cash for administrative issues at office
HR	Attendance Record, Project Time Tracker
	Maintain Monthly Report
	Weekly Time Sheet Record
	Leave records
	Recruitment Assistance
	Provide support for Human Resources
	Co-coordinating with HR for interview scheduling and at the time of new joining
Others	Helping Staff in their requirements like bringing quotes from vendors, making comparative in word & excel, AutoCAD, Work on Power points and other formatting works whenever necessary.

Strength

- Good Learner
- Positive Attitude.
- Punctuality & Sincerity

Personal details

Husband name
Date of birth
Languages known

Mr. Ramandeep Singh
01st March 1988
Hindi, English & Punjabi

(Gurvinder Kaur)