

SANDIP SINGH GOVINDSINGH

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UAE driving licence valid



OBJECTIVE:

To work in a challenging role that gives me an opportunity to use my knowledge, experience and skills for the benefit of the organization.

KEY SKILLS:

- Excellent interpersonal and communication skills.
- Ability to learn and work under pressure.
- Confident and good team player.
- Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
- Ability to deal effectively with multicultural environment.

WORK EXPERIENCE:

1. **Company:** Mai Dubai Water Company LLC – Dubai, U.A.E
Position: sales and customer service
Period: Jan 2017 - may 2023
2. **Company:** Top 1 – Safety Security Services – Dubai, U.A.E
Position : customer service
Period : September2014 – Oct 2016
3. **Company:**Hotel TGB Maninagar (Front Office) – Ahmedabad, India
Position:Front Office Assistant
Period: 2012 – 2013
4. **Company:** Skypak Business Solution PVT LTD (Airtel Process) – Ahmedabad, India
Position:Data Entry Operator and Junior Auditor
Period: 2008 – 2012
5. **Company:**Cameo Corporate PVT LTD (Airtel Process)– Ahmedabad, India
Position:Data Entry Operator
Period: 2007 – 2008
6. **Company:** Agies LTD (DOCMO Process)– Ahmedabad, India
Position:Executive
Period: 2006 – 2007

EDUCATIONAL BACKGROUND:

Name of Exam	Board / University	Passing Year	Class
S.S.C.	G.S.E.B	2000-2001	Second Class
H.S.C.	G.H.S.E.B	2002-2003	Second Class

PERSONAL INFORMATION:

Civil Status : Single
Gender : Male
Nationality : Indian
Date of Birth : 24th February 1986
Religion : Hindu
Language Known : English, Hindi, Gujarati
Passport No. : S9792043
Date of Issue : 12/11/2018
Date of Expiry : 11/11/2028

DECLARATION:

I hereby declare that all the above given information are true and correct to the best of my knowledge and belief.

SANDIP SINGH