



HARSIMRAN KAUR

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Al Mankhool, Dubai

About Me

To obtain a challenging position with a progressive organization where the opportunities to learn and contribute to the environment are ample and enable me to give the maximum output by way of sincerity, dedication, and hard work. Moreover, want to give my workplace the best results of the work so that they can be proud of me. I developed my skills practically and there is always small room to improve and learn more.

Skills

- Maintains composure and professionalism under pressure.
- Punctual with a positive attitude towards goals.
- Efficient typing skills.
- Hardworking and an excellent team member.

Languages

English

Hindi

Punjabi

Visa Status

Visit Visa

Experience

Administrator

Sep 2020 - Dec 2023

Municipal Corporation, Chandigarh, India

- Facilitated effective communication by preparing interoffice memos and crafting professional emails.
- Executed meticulous financial oversight by reconciling department budgets and producing comprehensive reports.
- Provided a welcoming and courteous experience to visitors through prompt and friendly greetings.
- Ensured organizational efficiency by maintaining an organized office filing system and promptly retrieving requested materials.
- Managed financial transactions with precision, processing paperwork for timely payment of vendor invoices.
- Demonstrated versatility by undertaking various general office tasks, including faxing, copying, scanning, and meticulous filing.

Customer Service Associate

Dec 2018 - June 2020

Tech Mahindra, Chandigarh, India

- Proficiently addressed inquiries regarding the company's products and services, showcasing a comprehensive understanding of offerings.
- Successfully resolved product or service-related issues, demonstrating adept troubleshooting skills and a commitment to problem resolution.
- Cultivated a positive service experience by prioritizing customer satisfaction through effective communication and swift issue resolution.
- Skilfully managed challenging situations, handling complaints from dissatisfied customers with empathy and professionalism.
- Systematically collected and analyzed valuable customer feedback to contribute to continuous improvement initiatives.

Education

Bachelor In Arts

2018

Punjab University, Chandigarh

12th

2014

CBSE Board

10th

2012

CBSE Board