





JAGMEET SINGH

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 +971-555436631

 Opp DVM public school,
Vpo Udekaran, Disst. Muktsar
Punjab 152026, India

Personal Details

- Date of Birth : 07/02/1994
- Father Name: Ajit Singh
- Nationality : Indian
- Marital Status : Single

Skills

- Complete diploma in computer application with advance Excel and word.
- English typing with speed of 25 word per minute.
- Focused on results and goals oriented.
- Excellent interpersonal skills and able to communicate effectively.

Language

- English
- Hindi
- Punjabi

Hobbies

- Travelling
- Music
- Athletics

Objective.....

An energetic, ambitious, professional who has prior experience of maintain existing client's relationships and also generating new ones. Possessing excellent verbal communication and organizational skills. Seeking a challenging position in an organization where I can use my qualifications, skills and knowledge to contribute towards the growth of the organization. To acquire edge through hard work and continuous learning.

Experience.....

- Currently working in Ramez Online as a Operator in E- Commerce at Sharjah.
- 6 Months in Nextnet Electronics Trading LLC as a Assistant Manager of Warehouse at Bur Dubai.
- 2 Years & 7 Months experience as MIS Executive in Fino Payments Bank at Muktsar from Feb-2017 to Aug-2019.

Education.....

- Completed Graduation from Punjab University Chandigarh at Government college Muktsar in 2016 with 51.00%.
- Completed senior secondary education 12th from Punjab school education board Mohali in 2012 with 77.00%.
- Completed matric 10th from Punjab school education board Mohali in 2010 with 58.00%.
- 6 months course in data entry & computer uses from Shree Ganesh Computer Centre, Muktsar.

Strengths.....

- Excellent human relation skills.
- Proven ability to analyse, plan, manage & motivate.
- Honest, sincere and hard working.

Additional Information.....

- Visa Status: Employment
- Passport no. V7805618
- Place of Issue. Amritsar (Punjab) India
- Date of expiry. 24-04-2032

Declaration.....

I hereby declare that all the information furnished above is true to the best of my belief.

JAGMEET SINGH