

# TALWINDER SINGH



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📍 Village Garnala, P.O. Dhankaur, Amba  
la

## 🚀 SKILLS

Decision Making

Problem Solving

Team Management

Computer Skills

Building Relations

Schedule Management

## ❤️ INTERESTS

Traveling

Social Activities

Helping Others

## 📖 LANGUAGES

English

Punjabi

Hindi

## 🎯 OBJECTIVE

Customer Service Supervisor with 2 years of experience seeking a position in a results-oriented company that requires an ambitious and career conscious person. Proven abilities to communicate effectively with both internal and external customers.

## 📁 EXPERIENCE

### Service Supervisor

July,2020 - Aug,2022

Gurdev Tractors

Overseeing and assessing customer service staff activities, and providing them with regular performance-related feedback.

Strategizing and monitoring the daily activities of customer service operations.

Assisting customer service staff with duties where required.

Training staff in areas of customer service and company policies.

Managing cashier coverage and customer flow to ensure proficient customer service

### Cashier

May,2018 - June,2020

Kuldeep Motors

Job is to

To Handle bills

To make appointments

To manage inventory

To coordinate with staff

## 🎓 EDUCATION

### Matriculation

2010

CBSE

79%

### Senior Secondary

2013

CBSE

63%

### Diploma in Automobile Engineering

2016

Om institute of Education and Technology

76%

### Diploma in Computer Application

2018

Haryana Institute of Information Technology

86%