

GULSHAN KUMAR

DESIGNATION : ADMIN COORDINATOR | TEAM LEADER



☎ +971 554268299

✉ gulshandeep354@gmail.com

📍 Bur dubai, Dubai - UAE

CAREER OBJECTIVE

Accomplished leader in marketing communications seeking a new career path with a non profit organization . I am looking for an opportunity to apply my passion for philanthropy and professional experience to drive positive change in my community.

PERSONAL DETAILS

Date of Birth : 07-Oct-1992

Marital Status : Single

Nationality : Indian

Visa Status : Employment Visa

Passport No : M6719802 (24 Feb 2025)

Language : English , Hindi , Punjabi , Urdu , Arabic Basic

SKILLS

- Process Improvement
- Inventory Management
- Logistics Coordination
- Team Leadership
- Problem Solving
- Data Analysis
- Time Management
- Customer Service

COURSE

- Basic Computer Course
- Typewriting and PTally

HOBBIES

- Traveling Photography Music
- Books Reading

EDUCATION

- ▶ **12th From D.S.S.D Senior Secondary School**
March 2009 To March 2010
INDIA
- ▶ **10th From D.S.S.D Senior Secondary School**
March 2007 To March 2008
INDIA

WORK EXPERIENCE

- ▶ **NOON FULFILLMENT OWNED BY ONE PERSON** (ADMIN COORDINATOR)
OCT 2021 TO TILL DATE. (DUBAI)
Office operations, Attendance and Payroll organizing files and documents, scheduling appointments, Manpower Supply handling and Consumable Providing respective departments according to requirement and also providing support to staff members.
- ▶ **AFGHAN KHORASAN KABAB RESTAURANT LLC** (CASHIER)
NOV 2018 TO NOV 2021 (DUBAI)
Greeting customers with welcome, taking orders, processing payments, handling cash transactions, and providing excellent customer service and also being responsible for answering customer inquiries, resolving any issues or complaints, and maintaining a clean and organized work area.
- ▶ **H.H. SHEIKH EISSA BIN ZAYED SULTAN AL NAHYAN PALACE** (RECEPTIONIST)
NOV 2015 TO FEB 2018 (ABU DHABI)
Greeting visitors, answering phone calls, sorting and distributing mail, maintaining office supplies, and ensuring the office environment is clean and organized and also being responsible for scheduling appointments, assisting with basic administrative tasks, and providing support to other staff members as needed.
- ▶ **RELIANCE SMART RETAIL SUPERMARKET** (TEAM LEADER)
AUG 2013 TO SEP 2015. (INDIA)
providing guidance and support to team members, setting sales targets and goals, monitoring performance, and ensuring that the team meets or exceeds sales targets and also be responsible for training new team members, conducting performance evaluations, and implementing strategies to improve customer service and increase sales.
- ▶ **METRO CASH & CARRY WHOLESALE STORE** (TEAM LEADER)
JULY 2011 TO JUNE 2012. (INDIA)
providing assisting customers with inquiries, resolving complaints, and processing orders or returns. Check inventory and maintain stock and also be helped with other store staff members.

DECLARATION

I certify that the information provided in this resume is true and accurate to the best of my knowledge .