

Harpreet Pal

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OBJECTIVE

I want to improve my knowledge and build new skills by working in management. & I just fully focus on my goals and improve myself in management sector. And my personal dream is to work in UAE, because I want to know every think about UAE, because I know in UAE work is not so easy and I love to take that opportunity and I just on daily basis work with my dream to complete it by my knowledge and my skills.

SKILLS

- Computer Skills.
- Interpersonal skills.
- Ability to Work in a Team
- Having self-confidence & enthusiasm.
- Always improving taking initial in working.
- Regularity in working with in specific time & ability to seek advice.

INTERESTS

- Meditation
- Playing football
- Reading book

LANGUAGE

- English
- Hindi
- Punjabi

ACTIVITIES

Meditation
Playing football
Reading book

EXPERIENCE

Anuj Walia & Associates

Business development Executive

Duration : **Oct, 2020 - Aug, 2022**

- Created and maintained a database of customer information and transactions, resulting in improved customer retention rates.
- Developed and maintained internal and external communication channels, including website content, emails, and newsletters.
- Managed and oversaw the daily operations of the office, including scheduling, budgeting, and personnel.

Renowned Brilliant Academy

Marketing executive

Duration : **Feb, 2023 - Aug, 2023**

- Conceive and develop efficient and intuitive marketing strategies.
- Organize and oversee advertising campaigns, exhibitions and promotional events.
- Initiate and control surveys to assess customer requirements and dedication.
- Monitor progress of campaigns using various metrics and submit reports of performance.

RBA overseas

Marketing executive

Duration : **Dec, 2023 - Apr, 2024**

- Scheduled meetings and appointments for the executive, ensuring that the executive had a full and productive day.
- Managed the executive calendar and organized travel arrangements, resulting in a stress-free experience for the executive

EDUCATION

Matriculation from CBSC

Passing Year - **2015**

12th from PSEB

Passing Year - **2018**

Diploma in Hospitality, Travel and Customer Service

Passing Year - **2019**

Diploma in Business Management

Passing Year - **2020**

COMPUTER COURSE

Basic Knowledge about computer fundamentals, Internet browsing etc .