

PRINCE DOGRA

Nationality :- Indian

Date of Birth :- 13 Jan 1993

Address :- Room No. 415, Camp No. 5, Jabel Ali, Dubai.

Contact: 0588797537 (Dubai), +91 7837976733 (Whatsapp India)

Email :- prinedogra040@gmail.com



PERSONAL PROFILE:-

A confident communicator who can effectively interface with all levels of management. I have a passion for supporting customers. I am hard-working, methodical and driven individual with more than three years experience of Data Entry field and with the ability to input and manage data accurately, with great speed and in high volumes. I am able to demonstrate effective communication and organisational skills, work on my own initiative, both independently and within a team. I have the excellent ability to organise and prioritise my workload to achieve set goals and deadline in the most efficient manner.

ACADEMIC QUALIFICATION:-

- Collage
2011 to 2014 Govt. Mohindra Collage Patiala, Bachelore of Arts
- Intermediate
2011 Govt. Sen. Sec. School Multipurpose Patiala
- Matriculation
2009 Govt. High School Gandhi Nagar Patiala

WORK HISTORY:-

Data Entry Operator from Wipro in Excise & Taxation Department (India)

Dec 2014 to Nov 2017

Being the first point of contact for data related queries
Dealing with customers and clients via email and telephone
Manual entering and verification of customer records and orders
Assisting with the investigation and rectification of system errors
Data input and manipulation in Excel spreadsheets and Access databases
Ensuring the Data Protection Act is adhered to at all times
Ensuring the safety and security of the company's data systems
Occasionally carrying out various administration tasks (filling, printing, etc.)

Salesman in Domino's Pizza (India)

Dec 2017 to Apr 2019

Excellent grasp of safety and sanitation standards
Superior organisation and problem-solving skills
Outstanding cash register and credit card machine operation abilities
Exceptional ability to lift object weighing up to 75 pounds
Strong interpersonal and customer service skill
High ability to follow oral and written instructions

Security Personnel in Transgaurd Company (Dubai)

Apr 2019 to present

Ensuring that proper identity and visitor cards are carried by employees and visitors, and patrolling assigned areas to ensure the protection of visitors, property and equipment.

Defecting suspicious activities, identifying criminal acts and rule infracting, and enforcing rules and regulation.

Assessing the security needs of emergency situations and acting accordingly whilst maintaining confidentiality.

Evaluating alarms, locks and fire exits, as well as fire-fighting equipment, and building equipment and controls.

COMPANY BASED TRAINING in DUBAI:-

First Aid : 2019 to till date

Fire and Safety : 2019 to till date

DRIVING LICENSE :-

License No. : 4784924

Date of Issue : 18/09/2024

Date of Expiry : 18/09/2026

Vehicle Type : Manual Cat 3 (Light Vehicle)

Place of Issue : Dubai

HOBBIES:-

I have great passion in health, fitness and playing games. I would like to watch and play cricket.

DECLARATION:-

All the Particulars given above are true to the best of knowledge and belief and assure that if given a chance to serve in your esteemed organization. I will not leave any stone unturned.

Date.....

Place.....

(Prince Dogra)