



Summary

A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities.

Experience

➤ December 2017 – Present

Uni-Com India Pvt Ltd - Jalandhar, India

(Samsung Prime Distributor North India)

Assistant Warehouse Manager

- Operated forklift trucks to unload and transport goods.
- Maintained clean, safe working environments to eliminate accident risks.
- Dispatched and assessed product quality, achieving outstanding customer satisfaction.
- Tracked fuel, storage and maintenance expenses to remain within set quarterly budgets.
- Loaded and unloaded truck deliveries using stock systems to process and arrange orders.

➤ July 2011 - November 2017

Uni-Com India Pvt Ltd - Jalandhar, India

(Samsung Prime Distributor North India)

Billing Executive

- Built and maintained supplier relationships to improve billing performance.
- Generated, collated and checked invoices and credit notes for accuracy of rates before submission to client.
- Monitored supplier billing files to confirm suppliers received billing on time and in full.

➤ November 2010 - May 2011

Reliance Fresh - Jalandhar, India

Billing Executive

- Built and maintained supplier relationships to improve billing performance.
- Generated, collated and checked invoices and credit notes for accuracy of rates before submission to client.
- Strived to understand customer's billing requirements to identify ways to improve billing requirements and performance for customers.

➤ April 2010 - November 2010

Aircel - Jalandhar, India

Sale officer

- Managed customer relationships through consultative sales techniques to attain individual sales goals.
- Closed large sales to exceed quota and align with company targets.
- Showcased product features and benefits to drive sales.
- Studied competitors to develop innovative selling strategies.

Education

- **Matriculation** from Arya Sr Sec School (PSEB) Jalandhar, PB
- **High School Certificate (+2)** in Arts from Arya Sr Sec School (PSEB) Jalandhar, PB
- **Master Diploma Computer Application and Information Technology** from Aashadeep Group of Education.

Projects

- Implement new software **Microsoft Navision** which helpful in increasing my knowledge & skills Helping in resolve issues of software by knowing the impact of each single entry

Administrative Abilities

- I efficiently working in Microsoft Dynamics NAV 2016.
- Also worked in Logic Enterprises ERP, Samsung DMS_NXT
- Comprehensive knowledge of Microsoft Office.

Personal Abilities

- Attention to detail.
- Punctual and reliable.
- Task oriented and able to work under defined work parameter.
- Ability to cope and work under pressure.
- Good written and verbal communication skills.
- Able to work as part of a team.
- Ability to multitask and manage conflicting demands.

Personal Details

- Father's Name : Late. S. Gurjit Singh
- Date Of Birth : 8th June 1993
- Marital Status : Married
- Nationality : INDIAN
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- AMANJOT SINGH