



TAJINDER KAUR

With over 4 years of experience in team leadership, I am keen to advance my skills in a professional setting and acquire new knowledge to further enhance my expertise. I am dedicated to leveraging my talents for the benefit of the organization I work for, contributing my proven skills, leadership capabilities, hard work, and effective communication abilities. I am committed to delivering optimal outcomes and gaining valuable experience.

CONTACT

- Dubai, UAE 0000
- +971545780741
- teji19899@gmail.com

SKILLS

- Operational Management
- Inventory Optimization
- Data Analysis
- Process Improvement
- Vendor Management
- Problem-Solving
- Team Leadership
- Analytical Thinking
- Computer proficiency

LANGUAGES

English, Punjabi, Hindi:
First Language

English:  C1
Advanced

HOBBIES AND INTERESTS

- Reading
- Traveling
- Hiking or Outdoor Activities
- Fitness and Sports:

LINKEDIN PROFILE

<https://www.linkedin.com/in/tajinder-kaur-62072623>

EXPERIENCE

Noon Fulfillment Operation - Team Lead Seller Ops
Dubai, UAE - Dubai, UAE

- 08/2021 - Current
 - Supported daily warehouse operations in the process control function, ensuring adherence to operational procedures and standards
 - Monitored warehouse operations KPIs and prepared hourly key reports for daily order processing, facilitating timely decision-making
 - Implemented First Mile Tracking procedures for daily order items from the Marketplace, ensuring accurate and prompt order processing
 - Conducted root cause analysis using key reports to address customer complaints, stock discrepancies, and pending warehouse jobs
 - Implement and enforce quality control measures to ensure product quality and adherence to regulatory requirements.
 - Extracted data via Big Query and interpreted them into useful reports to identify gaps and issues within warehouse operations
 - Led initiatives to improve process control reporting and automated dashboards for easier tracking and monitoring of KPIs
 - Coordinated and transferred orders to the marketplace that could not be fulfilled by the warehouse, ensuring seamless order management
 - Lead and develop a high-performing operations team, providing coaching, feedback, and training to achieve departmental goals.

Transguard - Security team leader
Dubai, UAE - Dubai, UAE

- 09/2018 - 05/2021
 - Developed and implemented security policies, procedures, and protocols to safeguard company assets, facilities, and personnel
 - Conducted regular security assessments and audits to identify vulnerabilities, threats, and risks to the organization
 - Monitored security systems, alarms, and surveillance equipment to detect and respond to security incidents promptly
 - Coordinated and collaborated with internal departments and external stakeholders to address security concerns, incidents, and emergencies
 - Provided training and guidance to security team members on security protocols, emergency response procedures, and best practices
 - Maintained accurate records, reports, and documentation related to security incidents, investigations, and activities

- Ensured compliance with regulatory requirements, industry standards, and company policies related to security and safety
- Led, supervised, and mentored a team of security personnel, including Security Officers, Guards, and Technicians.

Toyota - Sales officer

Jalandhar/Punjab, India - Jalandhar, Punjab, India

- 10/2016 - 06/2018
- Successfully promoted and sold a wide range of Toyota Cars to individual customers and corporate clients
 - Demonstrated in-depth knowledge of Toyota vehicle features, specifications, and pricing to assist customers in making informed purchase decisions
 - Consistently met and exceeded monthly sales targets by employing effective sales techniques and building strong relationships with clients
 - Conducted product demonstrations, test drives, and negotiations to finalize sales transactions and ensure customer satisfaction
 - Collaborated with the sales team and management to develop marketing strategies and promotional campaigns to boost sales and brand awareness
 - Handled customer inquiries, resolved complaints, and provided post-sales support to maintain long-term customer relationships.

EDUCATION

01/2015

Bachelor of Arts: Arts

Punjab University - Punjab/India

01/2012

High School Diploma

Central Board of Secondary Education - Punjab/India