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## EDUCATION

High School Diploma  
**Central Board of Secondary Education**, Punjab/India, 2012

Bachelor of Arts: Arts  
**Punjab University**, Punjab/India, 2015

## LANGUAGES

### English

Fluent

### Hindi

Fluent

### Punjabi

Native

# TAJINDER KAUR

## PROFESSIONAL SUMMARY

To enhance my skills in a work-related environment and learn new things that will make me a better professional. Use my talents by putting them to good use for the benefit of the organization that I work for. To gain rich, valuable experience through part-time or full-time service, by offering my possessed skills, hard work, nurtured talents, and communication skills gained over the years to my employer to ensure them the best outcome of my efforts.

## WORK HISTORY

August 2021 - Current

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

- 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.
- 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.
- Promoted company values and vision, ensuring full team adherence and investment.

September 2018 - May 2021

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

- Develop and implement security policies, procedures, and protocols to safeguard company assets, facilities, and personnel.
- Conduct regular security assessments and audits to identify vulnerabilities, threats, and risks to the organization.
- Monitor security systems, alarms, and surveillance equipment to detect and respond to security incidents promptly.
- Coordinate and collaborate with internal departments and external stakeholders to address security concerns, incidents, and emergencies.
- Provide training and guidance to security team members on security protocols, emergency response procedures, and best practices.
- Maintain accurate records, reports, and documentation related to security incidents, investigations, and activities. Informed about emerging security threats, trends, and technologies to enhance the organization's security posture.

- Ensure compliance with regulatory requirements, industry standards, and company policies related to security and safety.
- Lead, supervise, and mentor a team of security personnel, including Security Officers, Guards, and Technicians.

October 2016 - June 2018

**Toyota - Sales officer**, Jalandhar/Pubjab, India

- 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.

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## SKILLS

- Outstanding time management
- Excellent communication
- Team supervision
- Communication skills, Motivational leadership, Computer proficiency.