



TIRATH SINGH

OFFICE CLERK

Contact

Mob. :

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Email:

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Address:

Al mankhool, hj real estate building, Bur dubai

About Me

Gender:

Male

DOB:

04-06-1997

Marital Status:

Unmarried

Language Known:

English

Hindi

Punjabi.

PROFILE

Looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

EDUCATION

Matriculation from PSEB

MAY 2012 - MARCH 2013 WITH 75% MARKS

Senior secondary from PSEB

MAY 2014 - MARCH 2015 WITH 70% MARKS

Bachelor's degree from GNDU in Arts

MAY 2017 - JUNE 2020 WITH 55% MARKS

Business Computer Application Course

Duration 6 months from dolphin international academy.

WORK EXPERIENCE

McDonald's DUBAI - CASHIER

18-01-2022 - still working

Maintain Inventories, Time keeping, all files management, making bills of the customer's purchases and solving customer's complaints.

JCT LIMITED - CLERK

05-06-2016 - 20-11-2019

- Greet the clients, making the list of total work done in whole day, Tally the inventories, marking the presence and absent of the employees.

RANA PLACEMENT SERVICES - SENIOR CLERK

02-01-2020 - 30-04-2021

- Maintain database system, filing and inventories, operating office equipment, communicate with clients, respond to any queries and complaints.

HDFC BANK - CREDIT CARD DEPARTMENT

01-05-2021 - 30-09-2021

- Communicate with customers, applying credit cards.

SKILLS

- MS OFFICE
- MS WORD, MS EXCEL, MS POWERPOINT
- TALLY ERP
- ADOBE PHOTOSHOP
- LEADERSHIP AND TEAMWORK
- HARDWORKING
- ABILITY TO MULTITASK

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