



Ranjit Singh

Crew Member

To seek excellence in profession in achieving the goals associated with and organization rendering an excellence services planes according to my academic qualifications and work experience

Contact

Phone

0582324002

Email

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Address

Al Nahda - 2, Dubai, UAE

Education

2015

Higher Secondary

HS School, Punjab, India

Expertise

- Hard worker
- Communication Skill
- Management Skill
- Problem Solving Skill
- Self motivated, Initiative
- Leadership

Language

English

Hindi

Punjabi

Experience

2022 - Still

M J Q Delivery Services. LLC, Dubai, UAE

Delivery Boy

- Distributing various packages to specified locations within a given time frame
- Planning daily travel routes based on locations and time frames
- Accepting and recording payment for delivered packages
- Answering customers' questions and responding to complaints in a professional manner
- Investigating any discrepancies with the delivered packages

2021 - 2022

Rixos Premium Hotel, Dubai, UAE

Cashier/Crew member

- Managing transactions with customers using cash registers
- Scanning goods and ensuring pricing is accurate
- Collecting payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Resolve customer complaints, guide them and provide relevant information

2018 - 2019

Creative Line Enterprises, Doha Qatar

Document Controller

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents
- File documents in physical and digital records
- Distribute project-related copies to internal teams

2016 - 2018

Gumber Greeno Restaurant, India

Crew Member

- Working and communicating effectively with co-workers and management
- Arriving for your shift on time
- Responding to questions, concerns, and complaints from customers, vendors, or clients

Declaration

I hereby confirm the above information given is true and correct to the best of my knowledge.

Ranjit Singh