



Gurwinder Singh Administrative Assistant/D.E.O.

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Visit Visa : Till 10 Oct.2018

Seeking an Administrative Assistant position making the most of extensive experience in office management, communication, record-keeping and accounting to contribute to the success of prospective employer.

WORK EXPERIENCE

AUG, 2017 – JUN, 2018

ADMINISTRATIVE ASSISTANT – Hero MotoCorp Ltd. (Branch)

- + Experienced in handling Data Entry, Invoices for the Vehicles.
- + Experienced in using Tally.
- + Reporting to the Admin. Manager.

JUN, 2016 – JUL, 2017

SECURITY OFFICER – Lahej & Sultan Security LLC, Dubai (UAE)

- + Worked as a Security Officer & Handled Security Processes of Various Reputed MNC's in UAE such as Al Naboodah Group Enterprises and ENOC Dubai.
- + Worked as a Security Officer at one of the best schools of Dubai i.e. Kings' School, Dubai (British).
- + Authorized by Dubai Police, Department of Protective Systems.

JAN, 2016 - MAY, 2016

ADMINISTRATIVE ASSISTANT – Universal Carbons (UCI) ucicarbon.com

- + Handled Regular Billing & Invoices for the Activated Carbon Orders.
- + Email Handling, Connecting with Clients, Sharing the Order Status with Clients.
- + Reporting Directly to the Director and MD at UCI.
- + Inventory Management.
- + Keeping Daily Record of Receipts and Invoices.

JAN, 2015 – DEC. 2015

LOAN RECOVERY MANAGER – AVY Associates, Enforcement Agency.

(Head office – Pathankot, Punjab, India)

- + Handling NPA Cases declared by Government Banks.
- + Visiting & Following Up directly to the Loan Borrowers as per the guidelines of Government Banks.
- + Keeping Record and Updating directly to the C.O.O at AVY Associates.
- + Taking Orders from D.C office (Police) and Tehsildar office.

EDUCATION

2011 – 2014

BACHELOR OF COMMERCE – Panjab University

- + D.A.V College, Hoshiarpur (Punjab), India
- + Completed in 2014

SKILLS

- + Book-keeping, Accounting – Fresh Books and QuickBooks
- + Proficient in MS Office (Office, Excel, Powerpoint)
- + Time Management
- + Executive/Personal Assistance

EDUCATION

Aug, 2015 – Oct, 2015

DATA ENTRY OPERATOR – NICE Computers Center

- + 3 Months Certificate Course
- + Certificate No.: NICE/15-16/DEO/281

November, 2015

TALLY – NICE Computers Center

- + 1 Month Certificate Course
- + Certificate No.: NICE/15-16/TALLY/281

INTERESTS

- + Traveling
- + Watching Series
- + Photoshop
- + Games such as Cricket
- + Surfing Internet for Latest Updated

PERSONAL DETAILS

- + Date Of Birth: 24 April, 1992
- + Marital Status: Single
- + Nationality: Indian
- + Languages Known: English, Hindi and Punjabi
- +

I hereby certify that all the above information is true and correct to the best of my knowledge and belief.

