



KULDEEP SINGH

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NATIONALITY

- Indian

VISA STATUS

- EMPLOYMENT VISA

OBJECTIVE

Seeking a challenging position in a reputable organization offering growth potential and responsibilities in a growth oriented concern, where I can utilize my skills and personal capabilities and grow up with organization.

EXPERIENCE

- **Front office**
2017 - 2018
BSNL (INDIA)
Duties and Responsibilities
 - Implements marketing and advertising campaigns by assembling and analyzing sales forecasts; preparing marketing and advertising strategies, plans, and objectives; planning and organizing promotional presentations; updating calendars.
 - Tracks product line sales and costs by analyzing and entering sales, expense, and new business data.
 - Prepares marketing reports by collecting, analyzing, and summarizing sales data.
 - Keeps promotional materials ready by coordinating requirements with graphics department; inventorying stock; placing orders; verifying receipt.
 - Supports sales staff by providing sales data, market trends, forecasts, account analyses, new product information; relaying customer services requests.
 - Researches competitive products by identifying and evaluating product characteristics, market share, pricing, and advertising; maintaining research databases.
 - Plans meetings and trade shows by identifying, assembling, and coordinating requirements; establishing contacts; developing schedules and assignments; coordinating mailing lists.
 - Monitors budgets by comparing and analyzing actual results with plans
- **Cashier**
2018 - 2022
AI MADINAH HYPERMARKET
Duties and Responsibilities
 - Greet clients and set a positive office atmosphere

- Answer the phone, take messages, and redirect calls to appropriate offices.
- Organize and maintain files and records; update when necessary
- Create and maintain updated documents and spreadsheets
- Oversee sorting and distribution of incoming mail
- Prepare outgoing mail (envelopes, packages, etc.)
- Operate office equipment, such as photocopier, printers etc.
- Organize bookkeeping and issue invoices/checks
- Record minutes of meetings and dictations
- Inventory the stock of office supplies and order what is needed

- **Customer relations executive/ cashier**

2022 - Till date

FEDERAL EXCHANGE AE

Duties and responsibilities

- Greet clients and set a positive office atmosphere
- pay employee salaries under our WAGES PROTECTION SYSTEM (WPS)
- Exchange foreign currency as per customer needs.
- Remit funds to foreign countries all over the world as per customer request.
- Marketing in order to increase on the number of customers to the business.
- Answer the phone, take messages, and redirect calls to appropriate offices.
- Organize and maintain files and records; update when necessary
- Create and maintain updated documents and spreadsheets
- Operate office equipment, such as photocopier, printers etc.
- Organize bookkeeping and issue invoices/checks

EDUCATION

Course / Degree	School / University	Grade / Score	Year
(10+2) Plus Two Punjab Board. Graduation in arts from Punjabi University Patiala	Punjab Board		
Graduation in arts	Punjab University patiala		

SKILLS

- Very Energetic result oriented and organized. Efficient and well behaved person. Extremely hardworking self motivated and able to work independently in a team environment under supervision. Keep excellent inter personal relations with colleagues and ready to help them

LANGUAGES

- Hindi
- English
- Punjabi

MARITAL STATUS

- Married

ADDITIONAL INFORMATION

DECLARATION:

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