



# TIRATH SINGH

Office Clerk

## Contact

**Mob. :**

+971- 526056807

**Email:**

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**Address:**

Al Qouz 2, Dubai, United Arab Emirates

## 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 - JAN 2021 WITH 55% MARKS

### Business Computer Application Course

Duration 6 months from dolphin international academy.

## WORK EXPERIENCE

### McDonald's DUBAI - CREW/CASHIER

18-01-2022 - still working

Maintain Inventories, making bills of the customer's purchases solving customer's complaints.

### JCT LIMITED - OFFICE CLERK

05-06-2016 - 20-11-2019

- 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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