



# Parampreet Singh

Industrial Area 2 Alquoz ( Dubai )

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## Objective

To Work In An Environment Which Encourages Me To Succeed And Grow Professionally Where I Can Utilize My Skills And Knowledge Appropriately

## Education

- S. Karam Singh Grewal Public School Cheeka Haryana ( India )** 2016-2017  
High School  
7.8 CGPA
- D.A.V Sr. Secondary School Cheeka Haryana ( India)** 2018-2019  
Senior Secondary  
59%

## Experience

- Al Ahalia Money Exchange Bureau ( Dubai )** 14/10/2023 - 30/11/2024  
Customer Relation Executive
  - Attending Hundreds Of Customers Daily Making Good Relationship With Them
  - Attending Different Nationality Customers
  - Making Transaction Through Casmax Software
  - Foreign Currency Exchange
  - Attending Phone Calls From Customers And Higher Management
  - Transferring Salaries Of Companies Associated With Ahalia Exchange
  - Mailing Important Documents And Data To Higher Management
- United Security Group L.L.C ( Dubai )** 03/03/2023 - 13/09/2023  
Security Guard
  - Ensure That Guests Sign In Upon Arrival And Exit
  - Make Guests Aware Of Rules That Must Be Adhered To
  - Remove Trespassers Or Unwanted Individuals From The Property
  - Contact The Relevant Authorities If A Crime Is Committed Or An Accident Occurs
  - Report To Supervisors On A Regular Basis
- UPS L.L.C @Expo 2020 ( Dubai )** 25/08/2021 - 31/06/2022  
Fernhay Operation Team Leader
  - Assisting The Company In Fleet Management Crew Safety
  - Handling The Shipments Inside Expo
  - Maintaining All The Deliveries At Time To Time To The Pavilions
  - Giving Assistance And Training To Team
- Pantos Logistics Jebel Ali Freezone ( Dubai )** 02/11/2020 - 14/07/2021  
Team Leader
  - Create An Inspiring Team Environment With An Open Communication Culture
  - Set Clear Team Goals
  - Delegate Tasks And Set Deadlines
  - Oversee Day-To-Day Operation
  - Monitor Team Performance And Report On Metrics
  - Motivate Team Members
  - Discover Training Needs And Provide Coaching
- Noon C.F.C Logistics City ( Dubai )** 25/05/2020 - 30/10/2020  
Qc Check And Rtv Picking Or Putway
  - Investigate All The Items Which Was Rejected By Outbound Department
  - Receive And Check Incoming Pick Tickets
  - Locate Products Using Technology
  - Restock Inventory Manually Or With Warehouse Equipment
  - Keep Records Of Completed Orders

- **Jai Ram Foods Cheeka Haryana ( India )**

15/04/2019 - 28/03/2020

Marketing Executive

- Contributing Ideas To Marketing Campaigns
- Conducting Research And Analysing Data To Identify And Define Audiences
- Compiling, Distributing And Presenting Ideas, Information And Strategies
- Coordinating Promotional Activities, Events And Interviews
- Managing Production And Performance Of Multimedia Content
- Writing and Proofreading Creative Copy

## Skills

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- Good Communication
- Problem Solving
- Organisation
- Motivation
- Coaching And Mentoring

## Achievements & Awards

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- Marathon Race 11Km Silver Medal In 2017 UPS L.L.C@Expo 2020 Dubai Certificate Of Team Work

## Interests

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- Surfing Through Internet
- Participating In Social Activities
- Photoshop
- Sports
- Traveling

## Languages

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- English
- Hindi
- Punjabi

## Personal Details

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- Date of Birth : 19/11/2001
- Marital Status : Single
- Nationality : Indian
- Passport : T7178934
- Father's Name : Mr. Harvinder Singh
- Permanent Address : Ward No .14 Advocate Colony Guhla Road Cheeka Haryana ( India )

## Additional Information

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I Solemnly Declare That All The Information Furnished In This Document Is Free Of Errors To The Best Of My Knowledge