



Parampreet Singh

Industrial Area 2 Alquoz (Dubai)

971569280331 | saabarora2525@gmail.com

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 Casmex 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

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

Achievements & Awards

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

Interests

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

Languages

- English
- Hindi
- Punjabi

Personal Details

- 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

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