

JAGMINDER SINGH



Objective

A highly responsible and dedicated individual seeking a Security Guard position to apply my skills and experience gained as an Account Assistant, along with my volunteer work in flood relief and firefighting. Passionate about safety and ensuring the well-being of others, I am eager to contribute my skills to maintaining security and order.



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DUBAI, UAE

LANGUAGE

- English
- Hindi
- Panjabi

EDUCATION

Graduate

PERSONAL DETAILS

NATIONALITY: INDIA

DOB: 27/02/1990

PASSPORT NO: X8268402

Exp Date: 14/04/2033

EXPERIENCE

Account Assistant
TSONS Engineering, India

3 Years

- Managed and maintained financial records, ensuring accuracy and compliance.
- Handled customer inquiries and provided timely responses, demonstrating excellent communication skills.
- Managed documents and records in a systematic manner, ensuring easy retrieval.
- Performed data entry and basic computer tasks, enhancing efficiency and organization.

VOLUNTEER EXPERIENCE

Flood Relief / Fire Fighting Volunteer

- Participated in flood relief efforts, assisting with the distribution of food, water, and essential supplies to affected areas.
- Worked as part of a team to ensure the safety and well-being of affected individuals.
- Assisted in firefighting activities and emergency response in fire-prone areas.
- Worked under supervision, following safety protocols to protect life and property.
- Gained hands-on experience in managing emergency situations and crisis management.

SKILLS

- Strong attention to detail and keen observational skills
- Excellent communication and interpersonal abilities
- Basic computer skills (Microsoft Office, email, data entry)
- Experience in emergency response (flood relief, firefighting)
- Ability to handle stress and stay calm in emergencies
- Dependable, punctual, and responsible
- Ability to follow security protocols and regulations