

Manpreet Kaur

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Summary

Highly motivated person with experience in efficiently completing and coordinating administrative and operational tasks; Avid learner able to adapt to and leverage new technologies and systems; Prioritizes and completes multiple tasks simultaneously and following through to achieve project goals; Engages complex problem solving, time management, and prioritization skills to meet administrative needs; Organized and diligent with a sincere commitment to exceptional customer service and teamwork.

Education

- 10th CBSE
- 12th NIOS
- FDAHTM from *Frankfinn Institute of Air Hostess Training*
- GERMAN A-1 level from *Proficient School of German Language* (pursuing)
- Bachelors of Business Administration from *Bharti Vidyapeeth* (pursuing 1st Year)

Additional Certificate

- AMADEUS SOFTWARE from *Frankfinn Institute of Air Hostess Training*
- UDAAN a public relation activity from *Frankfinn Institute of Air Hostess Training*
- FRONT DESK OPERATIONS from *National Skill Development Corporation*

Employment History

Global Imaging

Office Assistant

March 2018 – Dec 2018

- Organizes and maintains company records and files, orders office supplies and equipment as needed, and transcribes meeting minutes.
- Prepares accurate spreadsheets, presentations and reports, arranges all travel/accommodations for staff, and prioritizes phone calls, visitor needs and incoming mails.
- Utilizes and provides completed report to office manager for review.
- Drives toward organizational objectives by coordinating between departments in resolving daily administrative and operational issues.
- Responsible for checking the cleanliness of office.
- Responsible for checking the office's assets are in good condition.
- Negotiating with office equipment suppliers and service providers.
- Maintaining Bank entries, filling up E-Way bills & other accounts works.
- Paying bills like phone, internet, DTH and others on monthly basis
- Managing building's construction work.

Fusion Culinary Arts (transferred to)

Sales Executive

Jun 2019 – Jan 2020

- Organizes and maintains company records and files, orders office supplies and equipment as needed, and transcribes meeting minutes.
- Prepares accurate spreadsheets, presentations and reports, arranges all travel/accommodations for staff, and prioritizes phone calls, visitor needs, and incoming mails.
- Authors the monthly in-house newsletter, and company website to increase brand awareness.
- Utilizes Excel to monitor and record staff expenditures and provides completed report to office account team for review.
- Responsible for checking the cleanliness of office.
- Responsible for checking the office's assets are in good condition.
- Negotiating with office equipment suppliers and service provider.
- Meeting with clients and explaining the data.
- Taking admissions and managing accounts.
- Maintaining proper stock which is required for classes by ordering ingredients & controlling wastage.
- Organizing events, workshops & scheduling regular classes for students.

Amazon development Center India

Customer support executive

Jul 2020 – Dec 2020

- Handling UK's customer complaints via chat and email process.

Iota International

Business development Manager

Jan 2021 – Present

- Maintaining online portals like Indiamart, Amazon and Flipkart.
- Listing, pricing, brand promotion and managing Inventory.
- Handling customer complaints.
- Responsible for checking the cleanliness of office.
- Responsible for checking the office's assets are in good condition.
- Drives toward organizational objectives by coordinating between departments in resolving daily administrative and operational issues.

Hobbies & Interests

- Reading Novels
- Writing Quote
- Bike riding

Professional Skills

- | | |
|----------------------------|----------|
| • Problem Solving | Expert |
| • Highly Organized | Advanced |
| • Attention to Detail | Advanced |
| • Teamwork & Collaboration | Expert |
| • Time Management | Advanced |

- Written & Verbal Communication
- Microsoft office
- Receptionist/Administrative
- Customer service

Expert
Advanced
Expert
Expert

Languages Known

- English
- Hindi
- Punjabi

Personal Details

Date of Birth : 01.09.1999
 Father's Name: Mr.Manjeet Singh
 Mother's Name: Mrs.Jasprit Kaur
 Marital Status: Single
 Nationality : Indian

Declaration

Hereby I assure that all given information are true and fair. I will try my best to satisfy the Company Management with my efficiency.

Manpreet Kaur

