**RESUME**

**RASHPAL SINGH**

**MOBILE NO:- 9779263107**

**rashpalkpt1@gmail.com**

**JOB PREFRENCE:-**

**CAREER OBJECTIVE**

* Excellent communication and interpersonal skill.
* Flexible, able to adjust to new people and situation.
* Willingness to work effectively and efficiently.
* Presentable, energetic and cooperative.
* Able to work under stress condition.
* Confident and strong personality.

**PERSONAL ATTRIBUTES**

* Ability to deliver superior, personalized client service, cultivate strong business relationship
* Ability to work under tremendous work pressure & meet the deadlines with ease & efficiency.
* Excellent presentation skills (written & oral), strong customer service orientation.
* Able to build & maintain solid business relationship with the people on all levels.
* Flair for interacting with people & establishing instant rapport with clients.
* Consistency in producing quality work with professionalism, dedication and proactively.
* Dynamic, proactive, dedicated and committed to accomplish company targets and personal goals.
* Leadership skills, effective communication, coordinating skills, optimistic & objective, performance oriented, systematic & organized.

**QUALIFICATION**

* Graduation in Arts ( Apr,04) PunjabUniversityChandigarh ( Punjab )
* One year Advance diploma in computer Application Unique Intitute in Tarantaran.
* P.G.D.C.A ( Jan,13 ) Karnataka State Open University
* Typing known English & Punjabi

**PROFESSIONAL EXPERIENCE**

* One and half yearexperience (11-08-2005 to 22-01-2007) as a clerk Guru Nanak Khalsa College SultanpurLodhi. Kapurthala . ( Punjab )
* Basic security course from Emirates Group Security.
* Four and half year experience as a FMS officer in Emirates Transguad group in UAE.( 25-01-07 to 03-06-11)
* Eleven month experience as a CCE in Tech Mahindra in IT Park Chandigarh from 17 Sep2011 to 4 July 2012.
* Five year Experiance working as a admin assisatant(DEO) in DC office Kpaurthala ( Suwidha centre Kpt ) from 17 Apr 2013 to 21 Jan 2018.
* Three and half year experience as a admin incharge in Cambridge international School, mohali, form 25 Apr,2018 to 5 Aug 2021.

**PERSONAL DETAILS**

NAME RASHPAL SINGH

FATHER NAME HARBHAJAN SINGH

DATE OF BIRTH 01-11-1980

NATIONALITY INDIAN

MARITAL STATUS MARRIED

ADDRESS # 9B, URBAN HOMES 2, GTB NAGAR , KHARAR (MOHALI)

LANGUAGE KNOWN ENGLISH, HINDI, URDU, PUNJABI

ALL THIS INFORMATION IS TRUE IN MY KNOWLEDGE

DATE :- RASHPAL SINGH