



# Jasdeep Kaur

## Career Objectives

To secure a challenging position where i can utilize my knowledge and skills. Looking for a opportunity which will offer a good option of growth in future as well.

### Contact

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**Address:** Villa 22, Al Khail Heights,  
Al Waha street, Al Quoz 4, Dubai.

### Key Skills

- Quick Learner
- Computer skills.
- Problem Solving
- Communication
- Time Management
- Active listening
- Customer Service
- Openness to Work
- Responsibility
- Flexibility

### Activities and Interests

- Travelling
- Listening to Music
- Exploring New Ideas

### Technical skills

**Software:** Turbo C, Dreamweaver,  
Corel Draw, HTML, Simulator8085,  
Flash macromedia, Visual Studio.

**Languages:** C, C++, HTML, Vb.Net.

**DBMS:** SQL Server.

### Personal Details

**Date of Birth:** 29-10-1992

**Gender:** Female

**Relationship Status:** Married

**Nationality:** Indian

**Visa Type:** Free Zone Employment  
Visa

### Languages Known

**English, Hindi, Punjabi.**

### Profile

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, responsible, and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

### Experience

**July 2019 Till Present**

**Front Desk Receptionist & Documents Controller**

Cara Jewellers (The Gold & Diamond Park) Dubai,

#### Job Roles & Responsibilities

- Review Emails of the Clients and Customers.
- Receive Calls and make follow-up or callback customers regarding their orders.
- Maintaining a daily basis call log for all received calls to follow up in future
- Arranging a driver for customer pick-ups and drop off and arrange drivers for delivery of items to the customers.
- Prepare and collate files of the receipts, back office reports and invoices from suppliers.
- Make sure that cheques for the suppliers are made properly and returned with the appropriate receipt's vouchers.
- Maintains safety and promotes welfare of the employees.
- Establish and maintain productive reporting methods for any activity within the company to make sure that all related matters coincide to each other.
- Keep a record in system related to all the documents of purchase and sale.
- Filing of all the documents into related files after keeping a record of missing documents.
- Keep a updated record of old files location.
- Hand over the documents to concern departments related to it.
- Filing the daily sales invoices after arranging all the bills and tags on it.
- Shifting the old files of previous year to warehouse securely for any need in future and maintains a record in system file about the location of files in warehouse also.

## Project Undertaken

**Project:** Payroll Management System.

**Objective:** How to design a payroll management system in Turbo C.

**Description:** It is a type of project in which all c instructions and functions are used to make the payroll management in turbo c.

## Internship

**Organization:** Think NEXT Technologies Private Limited, Chandigarh (Punjab)

**Objective:** Training on Web Designing.

**Time period:** - 45 days

**Description:** In this training i have learned HTML, HTML5, basics of Php, CSS and with the help of some basic instructions i have made a Website of a School name.

**Organization:** - Amul India

**Objective:** - Learning Management of products.

**Time period:** - 5 months

**Description:** - Working in AMUL basically taught me how to effectively communicate with the customers. The work environment helped me work under a lot of pressure and helped me how to deal with it.

**Role:** - Every day was a new experience for me because I was assigned a new role every month. I was in charge of handling the production as well as the inventory section. I also played a role in making necessary decisions as well when required.

**Aug-2015 to Sept-2017**

Reliance Communication(Chandigarh)

**Job Description** - I have worked as a **Customer Care Executive** Where I play a role as Helping hand to solving issues or complaints of customer regarding network.

### Roles & Responsibilities

- Answering phone calls in a professional manner and providing information required by customers.
- Resolve Customer Complaints Via Phone, Email, and social media.
- Conducting quality assurance surveys with customers and providing feedback to the staff
- Informing customer about new deals and promotion s.
- Keep records of customers interaction.
- Providing appropriate solutions and alternatives for customers complaints.

## Education

**2012- 2015**

**Higher Studies:** Bachelor of Computer Applications. (BCA)

Lovely Professional University, Phagwara, Punjab, India

**SSE: 2009 - 2011**

Kamla Nehru College for Woman Phagwara, Punjab, India.

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

**Jasdeep Kaur**