



GURJANT SINGH



CONTACT

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SKILLS

Operating systems, Microsoft office, Internet browsing, Window XP, Window 7, Word powerpoint



PERSONAL DETAILS

Date of Birth : 28/10/1993

Marital Status : Single

Nationality : Indian

Visa status : Employment visa



OBJECTIVE

Result-driven professional with proven business development and Client handling/Relationship experience. Accomplished in determining most optimal operational practices, achieving all objectives and ensuring smooth operations



EXPERIENCE

STANADYNE MIDEAST FZE - SHARJAH, UAE

22 dec 2020 - Till date

SALES & MARKETING ASSISTANT

- Point of contact for the Customers to resolve their queries & support them to serve them in best way possible.
- Updating Customers regularly Via teams meeting, calls & emails.
- Creating reports in excel & presenting it to General Manager for weekly meetings.
- Monthly Kits Planning with the production engineers team as per the Customer Requirements.
- Directly Dealing with the Customers worldwide for their orders & Requirements to provide them better services on time.
- Creating Invoices timely to avoid shipment delays.
- Preparing custom related documents & forwarding it to the finance department.
- Planning for the weekly Targets with the production team.

DERBY GROUP - Dubai, UAE

20.2.2020 - 14.11.2020

SALES EXECUTIVE - DUBAI

- Sales of banking products.
- Creating leading via calls.
- Achieving monthly targets to generate revenue for the company.

HDB FINANCIAL SERVICES - INDIA

23.3.2019 - 5.2.2020

Sales & Customer Service Associate

- Sales of Personal Loans & Consumer Durable products to achieve monthly targets.
- Solving the customer queries regarding their issues in loans.
- Managing a Team for recovery of Bucket 1 - 60 delinquent cases in personal loans & Consumer durable products.
- Creating Weekly reports for presentation.
- Achieving Monthly targets individually & Through team.

HOME CREDIT INDIA FINANCE PVT LTD - INDIA

14.7.2016 - 25.2.2019

ASSOCIATE

- Associate in Sales & Recovery collection for Bucket 30 - 180 delinquent cases.
- Achieving monthly targets.
- Sales of personal loans.

TECHMENT NEXTWEALTH SERVICES - INDIA

DECEMBER 2014 - MAY 2016

CALL CENTRE EXECUTIVE

- Working for E-Commerce companies for Promotion of products, Confirming their orders and customer support. Working shift wise with around 200+ number of calls.

PUNJAB NATIONAL BANK - INDIA

March 2013 - October 2014

BCA- BUSINESS CORRESPONDING AGENT

- Worked as an BCA for Punjab National Bank to promote Banking products like account opening, Current accounts, agricultural loans, Personal loans. Achieving the monthly targets to grow business.



EDUCATION

Pandit Ravishankar Shukla University

2015-18

Bachelor of commerce
58%