



## Navneet Kaur

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09/2018-04/2020

Unique World Education (Robotics)

Dubai, UAE

### Office Administrator Cum HR Coordinator

- Helped employees with day-to-day work and complex problems by applying motivational and analytical strategies.
- Established and Updated work schedules to account for changing staff levels and expected workloads.
- Oversaw office inventory activities, including ordering and requisition, stocking and shipment receiving.

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02/2017-08/2018

Apple One Manpower

Dubai, UAE

### HR Coordinator

- Devoted Special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work and ready to start immediately.
- Direct Incoming calls to internal personnel departments, routing to best qualified department.
- Greeting incoming visitors and customers professionally and provided friendly knowledgeable assistance.
- Answered telephone calls to filled inquiries from clients, vendors and various other callers seeking information.

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### Education

- Third Year Bachelor of Business Administration (2021) from London City College(Madonna University), Dubai, UAE.
- IATA Certified: Aviation Management from Sharaf Aviation Academy (05/2016-10/2016).
- Completed 11th and 12th standard from school in Dubai.
- Completed schooling till 10th grade in India.
- Internship at Sharjah Airport (10/2016-01/2017)
- Internship at Sat guru Travels, Dubai, UAE (08/2017-09/2017)

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### Personal Details

- Mobile Number : +971521099789.
  - Languages Known : English, Hindi and Punjabi
  - Sex : Female
  - Nationality : Indian
  - Date of Birth : 03 May 1996.
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