

Navneet Kaur

Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Experience

03/2021-04/2022 **PUREHEALTH (DUBAI AIRPORT)** **DUBAI T3, UAE**

Customer Service Associate

- Working at Dubai Terminal 3.
- Registration of the passengers for the covid 19 PCR Test on Arrival.
- Update the Travel guidelines as per UAE government.
- Take the Nasal Swab from the Passengers who arrive and label it.
- Give the best service to the First & Business Class Passengers.
- Accomplishes customer service and organization mission by completing related results as needed

09/2020-02/2021 **Paragon Migration Services** **Business Bay, Dubai, U.A.E**

Customer Service Executive

- Advise on company information
- Take payment information and other pertinent information such as addresses and phone numbers.
- Answer questions about the Visa Process.
- Inform customer of deals and promotions.
- Coordinate with other team members and different departments.
- Update and maintain client information in the excel.
- Resolve customer complaints via phone, email, mail.

06/2020-08/2020 **MBU DOCUMENTS AND CLEARING SERVICES** **Dubai, UAE**

HR EXECUTIVE CUM SOCIAL MEDIA MARKETING

- Complete human resources operational requirement by scheduling and assigning employees.
 - Improved office efficiency by effective managing internal communications and correspondence
 - Maintains word structure by updating job requirements and job description for all positions.
 - Organizational filling for confidential employee records
 - Posting ads on Instagram, Facebook.
 - Interviewing candidates and being active in the full hiring process.
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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.

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.

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)

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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