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### Education

2012-2015 – Bachelor of Arts,  
Guru Nanak Dev University -  
Punjab

2015-2016 – Post Graduation  
– Diploma in Computer  
application – Guru Nanak  
Dev University - Punjab



### Key Skills

- Document controlling
- Sales
- Data Analysis
- Complaint handling
- Mail drafting
- Statistical Report
- Negotiation
- Event coordination
- Customer Service
- Presentation Skills
- Teamwork
- Quick learner

# Navdeep Kaur

*Experienced Purchase Coordinator cum Bar-coding Executive with a demonstrated history of working in the Luxury Goods & Jewelry industry. Skilled in, Management, Customer Service, Documentation, and Analytical Reporting. I want to bring my zeal to succeed to an organization combined with my curiosity about how to enhance the brand quality in a competitive environment.*

## Experience

### ► Bhima Jewellers L.L.C. – HEAD OFFICE - DUBAI, UAE (2017 -2020) PURCHASE COORDINATOR CUM BAR-CODING EXECUTIVE

- Check the purchased product's quality and segregate according to the SOP.
- Adding the products in bar-coding system software inventory with the product details.
- Laser engraving on products.
- Scanning of the Barcode & Planning the delivery according to the store requirements.
- Coordinating with sales team and vendors for custom made orders and process it accordingly.
- Creating Purchased Orders as per the requirements.
- Maintain and control KYC documents - Trade license, ID proof, invoice, receipts etc.
- Daily excel reporting of product aging, sales and inventory status.

### ► Regal Laboratories – PUNJAB, INDIA (2016 -2017) RECEPTIONIST CUM CUSTOMER CARE EXECUTIVE

- Excelled in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Demonstrated proficiencies in telephone and front-desk reception within a high-volume environment. Calmed upset/angry customers researched and rapidly solved problems and rebuilt client trust to prevent the loss of key accounts.
- Led "cleanup" of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.
- Consistently praised by management for the quality and timeliness of reports, attention to detail, exemplary customer service delivery and team-player attitude.



### Software

Powerpoint



Excel



Word



### Languages

English



Hindi



Punjabi



### Personal Details

DOB: 29<sup>th</sup> July 1988

Nationality: Indian

Passport: P3460701

Nationality: Indian

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I declare all the information above is best of my knowledge and belief.

Navdeep Kaur