Curriculum Vitae

INDERJIT

[INDERJIT.336646@2freemail.com](mailto:INDERJIT.336646@2freemail.com) 

CAREER OBJECTIVE

* Quest to work in a real professional atmosphere, which would provide ample scope for both personal and professional experience.

ACADEMIC QUALIFICATION

* Senior Secondary from Punjab School Education Board.
* Matriculate from Central Board of Secondary Education.
* Good Knowledge of computers (Excel, Access & Microsoft office).

PROFESSIONAL QUALIFICATIONS

* One year diploma in AIRPORT MANAGEMENT & CABIN CREW from Avalon Aviation Academy.
* One year diploma in MULTIMEDIA IN COMPUTERS from Landmark Heights (Affliated to Delhi).

LANGUAGE KNOWN

* English
* Hindi
* Punjabi

STRENGHTS

* Dedicated that indicates punctuality, Teamwork & Adaptability.

INTERESTS

* Listening Music
* Making Friends
* Playing Basket Ball
* Traveling New Places

PERSONAL PROFILE

* DOB : 1st March 1984
* Nationality : Indian
* Marital Status : Single

WORK EXPERIENCE

* Worked as Customer Service Agent at IGI Domestic Airport Delhi under GMR from December 2008 to March 2010.

Special passenger handling.

Taking care of passenger help kiosks.

Maintenance of passengers holds areas.

Regular checks of passenger service area (Drinking water kiosk, Wash rooms, Waiting hall and Refreshment areas)

* Worked as F&B Supervisor with FORBES CONCEPT Hospitality Services Pvt Ltd in Fortis Hospital (Mohali) from May 2010 to June 2011 .

Arrangement of office meetings.

Managing official events

Food & Beverages supply.

* Worked as CASHIER in KFC CHICKEN at Chandigarh (Part Time) while pursuing AIRPORT MANAGEMENT & CABIN CREW diploma.

Taking orders.

Floor managements.

Daily sale report.

* Worked as Team Leader in Competent Synergies PVT LTD from March 2013 to March 2014.

Handling a team of 40 telecallers.

Taking care of floor decorum and shift management.

Handing of entire night shift.

Cab routes management.

* Working as Admin Supervisor in Contact Bridge from May 2014 to March 2015.

Shift management.

Cab routes and cab roster management.

Office Admin expenses.

Security staff management.

Roster of Admin and Housekeeping staff.

Time management of all employees.

Arrangements of team building activities and outdoor official events.

Dealing with vendors of Contact bridge.

Clearing of bills of Cab vendors, House-keeping & Security Agency.

* Worked as Admin Head in SMB+Solutions from April 2015 to May 2016.

Time management.

Employee attendance.

Housekeeping staff management.

Clearing of bills of Cab vendor, House-keeping, Security Agency & other vendors

(UPS, Generator, systems & others).

Coordination with CA for all official expenses.

Client visit arrangements.

Arranging official events and employee engagement activities.

* Extra roles and responsibilities.

Fun activity on call center floor every week.

Taking care of login of BPO shift in absence of Team leader or Floor manager.

Taking care of client official visits.

Providing Health, Safety, Security and Service to employees.

**DECLARATION**

I hereby declare that all the information provided by me in this application is factual and

correct to the best of my knowledge and belief.