**Talwinder**

Associate*|*Admin*|* Coordinator*|*

**C/o- +971505891826** **talwinder.345299@2freemail.com**

**Education**

B.Sc- Bachelorof Science(industrial chemistry) **2004**

Pre University–12th|(first division)

HigherSecondary–10th|(first division)

**Executive Summary**

4 year experience as school coordinator, admin and purchasing goods with the knowledge of stationary , uniforms and others needed stuff.

1 years of business analysis and co-ordination experience with knowledge of Health, Motor and

Non Motor ,General business processes.

 Possess a detailed oriented nature with good communication, inter personal skills & recognized for

 Being valued team player.

Highly competitive, passionate, able to achieve results others believed to be impossible.

Maintain targets for timely completion of tasks along with maintaining high standards for quality.

Well adaptive towards corporate culture and behavior & ability to work under pressure.

Develop contacts, effectively make your presence felt and be recognized in the job by performing efficiently.



**Areas of Expertise**

**Computer Proficiency Professional Skills**

**OperatingSystem***|*Windows7

**Packages** *|*MS-Office*,* Excel/Word



**Typing***|*Junior English Type writing

Understanding the Business requirements of the clients.

Meeting the expectations and the dead line of the Process.

Supporting team during high volumes with high production and Quality.

**Experience**

**Ranvir Trading Co. Present**

**Technical & Sales Coordinator |Admin |Purchasing Assistant**

**Company** founded in 2005 has grown as one of the leading companies engaged in Trading, Importing, Exporting, Consulting, Designing, Manufacturing,and Installing.

**Handling calls and maintain the records.**

Creation of Job cards, organizing and supervising Technicians.

Coordinate between clients and technicians.

Supervising the work of technicians, monitoring the work load & motivate, influence and guide to reach targets.

Follow up with existing clients for Annual Maintenance Contract.

Preparing quotation for maintenance and annual maintenance.

 Maintaining records, Filing documents, Typing Correspondence, Preparing schedules, checking records, sending fax and copies.

Preparing weekly, monthly and yearly sales report.

Monitoring technician’s absence and annual leave entitlements. .

**Attending enquiries via email and provide quotation.**

Preparing sales orders and coordinate with stores for delivery.

Responding to complaints from customers and give after-sales support.

Handle the processing of all orders with accuracy.

Keep clients informed of unforeseen delays or problems.

Set up and coordinate meetings and conferences.

 Having good working knowledge of Computer software packages & MS-Office (Word/Excel/Access)etc.

Forecasting levels of demand for services and products to meet the business needs and keeping a constant check on stock levels.

Identifying potential suppliers and building and mainaining good relationships with them

Keeping contract files and using them as reference for the future.

Negotiating price with the suppliers once the order is confirmed.

Preparing purchase orders and coordinating with suppliers and stores regarding arrival of goods.

Handling change order requests.

**Saffron public school India June2007 to September 2011**

**Coordinator*|*Associate|**

One of the leading asset management groups, serving many parents,students,helpers,technicians,bus drivers etc for betterment of students

With excellent coordination and multi-tasking ability, promoted from in bound to live discussion

Resolving parents query at given time.

Active participation in resolving and managing issues in all related parts .

by solving students issues including transportation,sports,study by giving them complete information time to time

 make co ordination between principal and teachers. Also with students n working helpers to resolve problems

Maintaining time table,and checking fees records.

By organizing Annual function,sports and other cultural meets .

arranging different workshops for teachers to improve their efficiency

**Achievements:**

Recognizedas a best Performer of a team.

I have done anchoring in Annual Function.

Appreciations from our clients as well top management for account management and client handling.

Recognized for high level of success in carrying out event coordination.

**PersonalDetails**

Date ofBirth- 4th September 1980 Nationality -Indian

Marital Status- Married CountryofResidence-UAE

 LanguagesKnown - English*|*Hindi*|*Punjabi*|*

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