**SATINDER**

**SATINDER.361886@2freemail.com**

Present Status Presently running own business of Computer IT at Kurukshetra since 2008

Working experience . April 07, 2002 – June 2003 worked as

Time keeper cum Admin Asstt at Abu Dhabi, U.A.E. with Hilal Bil Badi & Partners Contracting Co. **HILALCO (WLL)** (a subsidiary company of **Wade Adams, Dubai**), job includes

 .Preparation of computerized Time Sheets

 . Data Entry Work .Letter Drafting .Schedule Preparation

.March 2005 - Jan 2006 worked as

Accounts Asstt cum Time Keeper with **Al NASR ROAD SERVICES & CONSTRUCTION**,

**Dubai, U.A.E.**

 .Preparation of computerized Time Sheets

 . Data Entry Work .Latter Drafting .Schedule Preparation

 .April 10, 2007 – May 02, 2008 worked as

 Time Keeper cum Admin Asstt with **Balhasa Six Construct Ltd., Dubai**

 .Preparation of computerized Time Sheets .Salary Distribution

 . Data Entry Work .Latter Drafting .Schedule Preparation

Education :

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| 1989 | 10th Regular | B.S.E.Bhiwani, Haryana with Maths, English, Hindi, S.S. Gen Sc., Drawings | 2nd Div. |
| 1991 | 10+2 Regular | B.S.E. Bhiwani, Haryana with Math, Economics, Pol Sc., English, Hindi | 2nd Div. |
| 1994 | B.A. Hon’s Regular | Kurukshetra University, Kurukshetra with Maths, English, Hindi, Economics, Pol Sc., Hon’ in English | 2nd div. |
| 1996 | P.G.D.C.A. Cors. | Computer IT | 2nd div. |

Personal Details

 Date of Birth -26.10.1973

 Nationality -Indian

 Religion -Sikh (clean Shaven)

 Marital Status -Married

Tips .Having very good knowledge of Computer S/ware, H/ware, Printer Repair, Ink Refilling

 .Financial Accounting –Ledgers, Cash-Bank- Journal Books, Trial, P&L, Stocks Register etc.

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Date :

Place : Kurukshetra