**KAMALJIT**

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| **Email address:** [**kamaljit-394761@2freemail.com**](mailto:kamaljit-394761@2freemail.com)  **Nationality**: Indian  **Language:**  English, Hindi, Punjabi  **Marital status**: - Single | **PERSONAL SKILLS**  Comprehensive problem solving abilities, Team Building & Leadership, Process Improvement, good verbal and written communication skills, Ability to deal with and address the people, team leadership qualities, willingness to learn, very fast learner and very good Customer service.  **Professional Experience And Career History**  **Working as Operations Coordinator**  **December 2018 to Till date**   * **POSITION SUMMARY: -**   Operations of the TDM parking and All facets including all activates in the parking related projects, any kind of the civil, electrical work and all issues,raising in the system to related departments and responsible for the following up and maintaining the record in the parking observations report.  **ESSENTIAL FUNCTIONS:**   * Manage the all issues related to TDM parking. * Daily parking inspection and follow up to all issues. * The Parking Observations Report – All parking issues (Civil, Electrical and Cleaning etc.) raising to related departments, following up and maintaining the report. * Handling the service request (SR) by TDM system. * Tesla charging – inspection, monitoring and keeping record of reading in the log. * Wristband machines – Maintaining the child wristband machine and coordinating with vendor for AMC. * Motorbike parking - All parking issues (Civil, Electrical and Cleaning etc.) raising to related departments, following up and maintaining the report. * Mall delivery service cars – Manage and monitor the Cars in daily checklist. * Raising LPO and invoices for Operations Department. * Handling the Now Café in TDM management office – Food, Money and any kind of issues related to pantry. * Operating biometric system for the food detection and registrations for employees in the pantry. * E-Meal Cards - Operating the E-Meal cards system (Creating the E-cards and registration for Employees). * Managing E-Meal cards top up and maintaining Log. * Assisting TDM Operations Department as required. |

**File Clerk**

**November 2017 to December 2018**

**Summary:** Managing the store, files, Documents record and scanning all kinds of documents for TDM Management.

# Job responsibilities:

* Managing the store, files and documents.
* Scanning all kinds of documents with Kofex Software for TDM Management.
* Raising LPO and Invoices for TDM Operations Department.
* Handling the Now Café in TDM management office – Food, Money and any kind of issues related to pantry.
* Operating biometric system for the food money detection from salary and registrations for employees in the pantry.
* E-Meal Cards - Operating the E-Meal cards system (Creating the e-cards and registration for Employees).
* Managing E-Meal cards top up and maintaining Log.
* Assisting Operations Department as required.

**Security officer (Receptionist) and customer care representative**

**April 2017 to November 2017**

# RECEPTION

**Job responsibilities:**

* Managing Lost and Fond items and Log.
* Issued the work permits for TDM’s tenants.
* Received and delivered work permits for TDM
* Maintained handover and take over log.
* Maintained visitors log and pass.
* Maintained premises Keys and key control log
* Deliver excellent customer service, at all times.
* Ensure that the premises are safe and well maintained.
* Listening and forwarding the complaints of the customers.
* Reporting and recoding about the incident happened in the Premises.
* Ensure that all area meets the basic health safety requirements.

**Security officer (Receptionist) and customer care representative**

**December 2015 to April 2017**

**Job responsibilities:**

* Managing Lost and Fond items and Log.
* Maintained handover and take over log.
* Maintained visitors log and pass.
* Maintained premises Keys and key control log
* Deliver excellent customer service, at all times.
* Ensure that the premises are safe and well maintained.
* Listening and forwarding the complaints of the customers.
* Reporting and recoding about the incident happened in the Premises.
* Ensure that all area meets the basic health safety requirements.

**Sales representative**

**December 2014 to November 2015**

# Job responsibilities:

* + Dealing with clients to sale Mobiles, CCTV Cameras and Note Counting

Machines.

* + Responsible for Billing and Cash Handling.
  + Making LPO and Invoices to clients.

**Sales representative**

**September 2012 to September 2014**

**Job responsibilities:**

* + Dealing with clients to sale Mobiles and Computers.
  + Responsible for Billing and Cash Handling.
  + Making LPO and Invoices to clients.

**Wedding Planner**

**15 March 2010 to September 2012**

# Job responsibilities:

* + Analyzing customer needs and providing them with necessary requirements.
  + Assisting other members in the organization and coordination of events.
  + Ensuring the proper functioning of equipment for interrupt-free performance.
  + Maintaining a balance among various departments of the event.

# EDUCATION:

* + Diploma in Computer Basics. And Hardware.
  + Intermediate Passed.
  + Senior Secondary.
  + Post Graduation Diploma of computer science.

# CERTIFICTES

* + Employee of the Month by **Emaar’s TDM Management**.
  + Department of protective system (DPS) by Dubai Police General H.Q in

# (UAE).

* + Fire and safety training by Emirates Aviation College of Dubai Government in

# (UAE).

* + HABC Level 2 international award in Emergency First Aid at work by Government of Dubai in **(UAE)**.

# COMPUTER SKILLS

* + **Operating system: -** Windows 98, 2000, XP, Windows 7, Vista, Windows 8, Windows 10.
  + Ms Office (Ms Word, Ms Excel and Power Point)
  + Internet & Emails

# Application Software And Technical Skills: -

* + Service Request system on file net.
  + Kofex (Document Scan Software)
  + ZK Time. (Biometric Software)
  + Canteen Soft.
  + I Bones. ( E- Cards)
  + Oracle.
  + Microsoft Outlook.
  + Microsoft Office package

# CONCLUSION & DECLARATION:

I hereby certify that the above mentioned Statement is correct & true to the best of my knowledge & belief.

# KAMALJIT