 Curriculum Vitae

## Applied Position For: Purchase Manager/Office administrative

**Contact Information:**

* Baljinder Singh S/O S. Satnam Singh
* New Industrial area, Near NK Mall, Ittihad Road, Ajman
* +971-567211100
* **dubaimailbs@gmail.com**

**Objective:**

Obtain a position where I can contribute my experience as a driver and Documents controller. I have very good customer service skills. I am a detailed and organized worker. I have always been punctual in my work and relied upon by my employer to guide other staff members. I work well independently or with other staff members.

**Skills**

* Supervisor skills
* Experienced Heavy License holder (UAE)
* Experienced Light License Holder (UAE)
* Experienced Sales executive
* Invoice and inventory skills
* Ielts Holder ( Band 5)

**UAE Experience:**

**Security Supervisor**

* Al Fariq Al Awal Security Co.L.L.C, Date: 21 March 2008 to 10 April 2010

**Driver**

* Al Ghazal Landscape and Machinery, Date: 15/May/2010 to 1/Dec/2012

**Heavy Driver cum Sales Executive**

* Group line Building Material L.L.C, Date: 10/Dec/2012 to 10th April 2016

**Sales and Purchase Manager**

* Ascent Building Material Trdg Company, Dated 18th April 2016 to Present

## Computer Knowledge

## Excel, WordPad, Browsing, Tally, Data Entry, Stock Records

* Four Year Experience in document controller
* Two Year Experience of PRO Work

## Education

* High School, +2 Clear
* Sant Baba Bhuri Wale Se. Sec. School
* Computer Basic knowledge: WordPad, Excel, internet, browsing, Tally, Powerpoint

**Personal Information**

* Nationality: Indian
* Age of Birth: 19/11/1986
* Passport nu: N8159072
* Passport Ex: 06/04/2026
* Marital Status: Married
* Visa Status: Employment
* License no: 51218
* License Expiry: 25/07/2022

**Declaration**

 I hereby declare that all the statements made in this resume are true and correct to the best of by knowledge and belief.

Yours Faithfully,

Baljinder Singh,