

# RUPINDER SINGH

Dubai

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## WORK EXPERIENCE

- **coordinator, Idama Facility Services**, Dubai, United Arab Emirates(Aug 2018 to Present)
- **Sr. Executive, Clue Corporations, Mohali**, Mohali, India(Apr 2017 to Jul 2018)
- **Executive Assistant, GGS Sachdeva Group of Institutions**, Mohali, India(Mar 2013 to Dec 2013)
- **Assist. Placement Officer, GGS Sachdeva Group**, Mohali, India(Nov 2011 to Mar 2013)
- **Sr. Process Associate , Rayat Bahra Group**, Mohali, India(Jun 2007 to Jul 2009)

## EDUCATIONAL BACKGROUND

- **NIIT, , Diploma**, 0, Computer Application

## SKILLS

- **mailing.**
- **internet surfing**
- **power point**
- **excel**
- **ms word**
- **oracle**

## PERSONAL BACKGROUND

- **Birthday: - 1990-01-31**