

RUPINDER SINGH



Address:

Ejadah Staff Accomodation, Camp 3, Al Qouz 2,(opposite New Grand City Mall)-Dubai (UAE)

Phone:

+971-586820095, 0501921592

Email: rupinder.cdc@gmail.com

Skype ID: ruinder.cdc@gmail.com

Summary

Technically savvy, Goal oriented, Driven & Motivated to help the organization. Expert and skilled to prioritizing and completing the task independently within given time frame. Strong interpersonal skills and lifelong focus on supporting others and helping them shine.

Skill Highlights

- Project Management
- Strong Decision Maker
- Time Management
- Priority Management
- Team Work & Dedication
- Database Management
- Strong Orgnizational
- Pressure Handling
- Adminstration

Experience

- **Coordinator-Facility Management** – August-2018 to Present in **Idama Facility Services** (A Part of Dubai Holding Group)- Dubai

Key Responsible Area:-

- *Operational knowledge of MAXIMO Software.*
- *PR/RFQ Creation*
- *Work order creation/closing (non- chargeable)*
- *Work order creation/closing (chargeable)*
- *Submission of variable Work Completion Reports and closing in the system.*
- *Unbilled revenue submission to the finance.*
- *WCR issuing to service providers.*
- *Creation of Link IT requests for IT related issues.*
- *Daily, Weekly or Monthly SR reports to reporting head or client,*
- *Routing the customer service requests, assignment of work to technicians, Follow up of running work flow.*
- *Handling the client query and provide the satisfactory solution also.*
- *Quotation preparation and submission to client.*

- *Preparations of consolidated reports of all sites.*
- *Coordinating building and maintenance issues for general repair*

Administrative Responsibilities

- *Database & Filing system in place*
 - *Administrative support and prompt issuance of employee salary certificate and leave requests etc.*
 - *Daily & Monthly update to HR of present and absent employees .*
 - *Effective training coordination*
 - *Correspondence management –Internal & external on time*
 - *Quality support & assistance to the department*
 - *Office supply , procurement and maintenance of records*
 - *Passport submission /releasing of staff from HR.*
 - *Updated petty cash statement and submission.*
 - *Payment Tracking & Submission of cheques to finance.*
 - *Issuing the warning letters, Appreciations certificates and salary slips to employees.*
 - *Monitoring and maintaining office equipment and inventory supplies*
 - *Supporting to department managers, staff*
 - *Preparing travel arrangements for office staff and managers*
 - *Preparing correspondence, documentation, or presentation materials*
 - *Preparation, Submission and tracking of quotations related to variable or fixed contract with client*
 - *Dealing directly with colleagues and clients over the telephone and taking messages as required*
 - *Assist with any projects or tasks that require additional help*
 - *Submitting invoices into the system for approval and payment*
 - *Assist with office logistics*
- Etc.*

- **Sr. Executive** – April 2017 to July 2018 at Clue Corporations, Mohali (India)
- **Operations Executive** - December 2013 to March 2017 at Phi Infosoft Pvt. Ltd, Chandigarh (India).
- **Executive Assistant** - March 2013 to December 2013 at GGS Sachdeva Group of Institutions- Mohali (India).
- **Assist. Placement Officer**– November 2011 to March 2013 at Rayat & Bahra Group of Institutions-Mohali (India).
- **Sr. Process Associate** – June 2007 to July 2009 at Spice BPO Services –Mohali (India).

Education

- 10+2 from PSEB
- Graduation Diploma in Computer Application from NIIT
- Graduation (BCA)

Technical Skills & Others

- One year certified diploma in computer from APTECH
- MS word, Excel, Power Point, Internet Surfing, Mailing.
- Fully operational Knowledge of MAXIMO , Oracle & ESD

Languages

English, Hindi, Punjabi

Passport Detail

Passport No. : M8907090
Issue date : 15-5-2015
Expiry Date : 14-5-2025
Visa : Residence (Free Zone)

(Rupinder Singh)