

CURRICULAM VITAE



Sarbjeet Kaur

PERSONAL INFORMATION

Father's Name: Charan Dass

Mother's Name: Manjeet kaur

Nationality: Indian

Date of birth: 4th October, 1993

Gender: Female

Address: DUBAI, U.A.E

Email: sarbjeetkaur1093@gmail.com

Mobile no: 0554796046

CAREER OBJECTIVE

- **Contribute towards organization success and growth**
- **To improve working skills and reach the heights in my career**
- **To be a part of the organization where I can devote my self fully and joyfully give out best of my talents.**

WORK EXPERIENCE

GODFREY GLOBAL VENTURES (INDIA)

(OPERATION MANAGEMENT) 2020-2024

- **Worked as Operation management executive at e- Commerce Company GODFREY GLOBAL VENTURES from December 2020 to August 2024.**
- **I had worked for processing, stock management on online portals and planning of production, uniware (Unicommerce) and all the possible online portals.**

- Worked on excel sheets with all the formulas of vlookup, sumif, sumifs, countif, .
- Making monthly Tax report and matching with the portals sheet.
- Billing on tally, creation of ledger and items too.
- Returns from different portal with the management of files.

BEAUTY EXPRESS (NEW ZEALAND)

(RECEPTIONIST) 2015-2017

- Greeting visitors
- managing and handling queries & complaints via phone, email, and general correspondence.
- multitasking at the same time and organizing all the files and schedule appointments.
- taking and ensuring messages are passed to the appropriate staff member in time
- Undertake a variety of administrative duties to support the team.

ACADEMIC QUALIFICATION

| EXAMINATION | YEAR OF PASSING | UNIVERSITY/BOARD | PERCENTAGE |
|---|------------------------|-------------------------------|-------------------|
| IELTS | 2022 | | 6.5 |
| BACHELOR OF ARTS | 2019-21 | PANJAB UNIVERSITY | Average 57% |
| 12 th Guru Teg Bahadur Public High school | 2010-11 | PUNJAB SCHOOL EDUCATION BOARD | 68% |
| 10 TH Guru Teg Bahadur Public High school | 2008-09 | PUNJAB SCHOOL EDUCATION BOARD | 60% |

SKILLS

- Proficient in office production activity
 - MS word, MS-excel.

INTERPERSONAL SKILLS

- CO-OPERATIVE
- LEADERSHIP QUALITY
- EAGER TO LEARN NEW THINGS

DECLARATION

I declare that all the information mentioned above are true and correct to the best of my knowledge and beliefs. I assure you to that if you will give me the opportunity in your organization than I will definitely give my best to you.

SARBJEET KAUR

Signature