

# Curriculum Vitae

## Gurpreet Singh

H. No. 2626/27, Gali Godaman Wali, Near Veer  
Bhan Shivala , Ghee Mandi , Amritsar-143001  
Email: [singhgurprit2007@yahoo.com](mailto:singhgurprit2007@yahoo.com)  
Contact No.97791-39956



### Objective

- To acquire a position that gives me opportunities to accept the challenges, explore my talents and utilize those talents for the organization I will work with .To create value along the carrier path by acquiring opulence of knowledge & expertise in business and service aspects .To establish a career in a growth oriented and reputed organization that would synergize my skill and expertise with organizational objectives.

### Academic Qualification

Class	School /College	Session	Percentage
10 <sup>TH</sup>	From Punjab School Education Board	2002	62%
10+2	From Punjab School Education Board	2004	50%
B.A	From Guru Nanak Dev University, Amritsar	2009	50%
MBA	From Punjab Technical University, Jalandhar Specialization major finance and minor HR	2012	65%

### Work Experience

- Three and Half year Experience in Tech India Solution Pvt. Ltd. As a Admin Manager At Amritsar from April 2012 To August 2016.
- After That Working with Apeejay College of fine Arts As A Admin Officer at Jalandhar From September 2016 To August 2018.
- Now Working With Drug De – Addiction Center ( Aakash Hospital ) As A Admin Manager At Mohali.

### Computer Skill

- Basic Computer Knowledge & Internet. (ms-word, excel , power point, internet access)
- Three Months Course of Tally ( 7.2 ).

## Job Description

Day to Day Responsibilities, Liaison with Departments, Handling Man Power, Handling Inventory, Responsible for Smooth Running of Works.

**Vendor Management** - Sourcing new vendors, negotiating discounts and credit facilities and getting competitive quotes, based on volume of orders. Ensuring optimal services from the vendors and also ensuring that their payments are made on time. Availability of Stationery/Visiting Cards/Branded Letter Heads & Other necessary printing Stationary, etc To ensure adequate stocks is maintained and procurement for fresh stock made well in advance.

**Petty Cash Handling** - office. Ensuring that adequate cash is available and maintain the cash flow with advance planning. Record of every transaction for cash outflow with job codes. Facility Management and Housekeeping - Maintaining stock of Pantry items, cafeteria items and front office/partner lounge items. Ensuring all equipment is functional. AMCs for equipment and services, where applicable. Repairs and maintenance, where required. Daily upkeep and cleanliness of the

**Admin related matters** - Manage courier Services, mobile services, travel agency security services, parking arrangements for staff, Co-ordinate with Building Maintenance Team, payment of contract labor, field boy, Pantry Boy, Office Boy, Payment of rent, Attendance of Employees, Stationary Items, event organize, banking, purchasing, guest house, Transport, Hospitality, cafeteria, booking rail, bus, taxi) etc.

**Statutory Compliance** - Liaison with Govt. Dept. for the renewal of statutory compliance's.

## Additional information

- Ability to put individual at ease, enabling a better work environment, ability to absorb information with little instruction. I would like to work in an environment of excellence, team-spirit and professional integrity. Rather than being a boss, one should participate in creativity and decision-making because more could be accomplished that way. Hard team –work and honesty are the basic keys to success.

## Transferable Skill & Qualities

- Ability to handle and communicate with people of all ages.
- Hardworking, reliable and punctual.
- Ability to work as a team leader
- Having good patience.
- Hard determination to achieve target and win.
- Keen desire to learn more and more.

## Personal Information

Name	Gurpreet Singh
Father's Name	Ram Singh
Date of birth	20-07-1986
Gender	Male
Corresponding	Vill. Daburji Sham Singh, Post Office & City- Dinanagar, District & Tehsil - Gurdaspur -143531
Hobby	Reading Books & Visit to Historical Places
Marital Status	Married
Nationality	Indian
Category	Other Backward Class

Place:- Amritsar

GURPREET SINGH