

SATPAL SINGH

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Visa Status-Visit, Valid-17th December 2020

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Organized and empathetic HR-Manager with 3+ Years of Experience.

Detail-oriented, efficient and organized professional with extensive experience in **accounting** systems.

Fond of computer hardware & Networking Solutions having 10+ years of experience to provide IT Solutions.

Desirous to learn New things, Works, Skills but loyal to own job

SKILLS

Creativity, Interpersonal Communication, Problem Solving, Public Speaking, Customer Service, Teamwork, Collaboration, Accounting, Active Listening, Adaptability, Decision-making, Management, Leadership

LANGUAGE

ENGLISH, HINDI, PUNJABI, MARWADI, HARYANVI, KUMAUNI, DOGRI, GARHWALI.

INTERESTS

DRIVE
MUSIC (GUITAR- DRUMS:
PERFORMED WITH VARIOUS
BANDS AND OCCASIONALLY
PLAYED FOR OLD AGE HOME
AND ORPHANAGES)
COMPUTER PROGRAMMING,
PUBLIC MEETINGS
COOKING

WORK EXPERIENCE

HR MANAGER -IT COMPANY 2018-2020

EXE. MANAGER-ACCOUNTS & FINANCE SERVICES 2017-2018

HOTEL MANAGER 2015-2016

CUSTOMER REPRESENTATIVE 2014-2015

HOUSE KEEPING SUPERVISOR 2013--2014

SALES MANAGER-BANKING SECTOR 2012

WAREHOUSE MANAGER 2010-2011

TEACHER-primary 2009-2010

MARKETING-IT COMPANY 2008-2009

HOUSE KEEPING 2006-2007

SALES PERSON GROCERY STORE 2004-2005

DRIVER 2002-2003

EDUCATION

MASTERS IN BUSINESS ADMINISTRATIONS 2010-2012
UTTRAKHAND TECHNICAL UNIVERSITY, DEHRADUN, INDIA

BACHELOR IN COMMERCE 2007-2009
KUMAUN UNIVERSITY, NAINITAL, INDIA

DIPLOMA IN COMPUTER HARDWARE 2006
JETKING IT SOLUTIONS, AMBALA

DIPLOMA IN HOME ELECTRICALS 2005
SAM TECHNICAL COLLEGE, NARAINGARH

WORKSHOPS ATTEND

TIME MANAGEMENT WORKSHOPS

PRACTICAL MEDITATION

PERSONALITY DEVELOPMENT WORKSHOP

ETHICS & VALUES IMPROVEMENT WORKSHOPS

DIGITAL MARKETING

CLOUD COMPUTING

PRINTING SOLUTION

P.T.O.

WORK EXPERIENCE

SENIOR MANAGER 2018-2020

PUNJAB ENTERPRISES, AMBALA, HARYANA, INDIA
AN IT SOLUTION COMPANY

- Successfully managed information using an ERP software including Sign-in, check attendance, make Salary, billing, customer satisfactions and rating graphs with 100% accuracy.

Handled HR department, Recruitment, Accounts, Finance for more than 2 years

Works smoothly with Administration as well as Employees

Executive Manager 2017-2018

SINGH ACCOUNTS AND FINANCE SERVICES, LUDHIANA, PUNJAB INDIA

Started as an Accountant and Stayed as Senior Accounts Manager for 1 Year within 3 months

Worked as Senior Accounts Manager for 9 months and promote to Executive Manager and look after both Accounts and Finance

HOTEL MANAGER 2015-2016

CUSTOMER REPRESENTATIVE 2014-2015

HOUSEKEEPING SUPERVISOR 2013-2014

HOTEL KUMAUN 3 STAR, RUDRAPUR

SALES MANAGER 2012

HDFC BANK, RUDRAPUR

Works as Insurance Sales Manager and achieved the best Sales Person of the year

WAREHOUSE MANAGER 2010-2011

PUNJAB COLD STORE, RUDRAPUR

Starts as store keeper and work under supervision of a dedicated warehouse keeper. Learn basics with technical skills like Mechanism and Operations. And Works as MANAGER with all these skills for around 18 months.

TEACHER

NAINITAL PUBLIC SCHOOL 2009-2010

Learn from students that be simple and living pure with heart is not an art. It's the Nature that we get from surrounding. Work with 1 to 5 class students by playing and learning new things with passion

WORK EXPERIENCE

MARKETING-

UTTRAKHAND IT SOLUTIONS 2008-2009

Worked as Marketing executive for the company in Uttrakhand, UP and Haryana for IT Solution products. Learn to Explore a youngster life on wheels

HOUSE KEEPING 2006-2007

During my studies starts earning by joining a house keeping staff group and learn the art of Tolerance by working with in kitchen and garden

SALES PERSON GROCERY STORE 2004-2005

Worked as a shop boy and learn the art to explore the things to customers and set all back with smile, no Excuse and no rejection.

DRIVER 2002-2003

It is my passion and I love traveling. So all things in your pocket when you are a Driver.

ADDITIONAL EXPERIENCE

Call Centre Customer Care Executive

Computer Data Entry Operator

Computer Maintenance Supervisor

Computer Graphic Designer

Computer Hardware & Networking Manager

Computer Software Executive for:

Tally, Corel Draw, Adobe Photoshop, MSOffice, ERP softwares etc.

Digital Sound Operator for Orchestra and Musical Concerts

Event Manager (Wedding, Birthday, Religious, Parties)

Agriculture Farming

Agriculture Instructor for Machinery

Driving Instructor

Electronics & Communication Department for UHF, VHF devices

Guitar Teacher

Drum Teacher

Motivational Speaker at Orphanages

Public Relation Officer

Care taker for Deaf and Dumbs

Care taker for Senior Citizen Home

Baby Sitter

Cooking North Indian (Especially Punjabi Dishes)

House Cleaner