

Darbara Singh

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a Sharjah, UAE

STRENGTHS

- Flexible, optimistic.
- Quick learner, Disciplined, Devoted towards work.
- Keen observer & curious to learn new things.
- Identify problem, analyze possible solutions.
- I can 'Thinker' and self-motivated

EDUCATION

B.A- RSC-IT

Year :2006

University of Rajasthan

PROFESSIONAL SUMMARY

Seek to work in an environment that will challenge me further, while allowing me to contribute to the continued growth and success of the organization. Obtain a position that will provide me the ability to apply my work experience to a growing industry. Would like to work for a company that is keen on hiring individuals who are smart, financially aware and interested in a career in the payment industry.

Current Visa Status: Visit valid Till 02/27/2024

PROFESSIONAL WORK HISTORY

1. Govt. Computer Supervisor from 2013 to 2015 in dept. of JCTSL Rajasthan, Jaipur

2. Insurance Collector (2015 to August 2023)

Center for Pain Control- Los Angeles, California US Based Company in India, Jaipur

Key Responsibilities:

- Medical billing and Collection.
- Calling to Insurance Companies for billed amount and settled the amount of health Insurance
- Supported staff with clerical tasks for well-maintained office administration.
- Drew up official agreements of payment satisfying both parties.

Achievements:

- Silver Award for quick learner, Appreciate from Customer, CSR & worked related activities programmed.
- 3 Time bronze Awards and also got lean certified.

3. Sales & Purchase Manager (2009 to 2012) Quality Computer LLC Sharjah, UAE

Key Responsibilities:

- Handled Purchasing New computer goods eg. Computer, Laptop etc
- Repairing work of computer, laptop and printers.
- Managing accounting of sale and purchase
- Monitored sales team performance and provided training to help reach targets.

(Darbara Singh)