

# SUKHWINDER KAUR



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## SUMMARY

Currently freelancing, experienced HR and Administration professional with a proven record of executing and managing responsibilities with due diligence. Excellent listening skills along with oral and written communication have always facilitated a good networking approach, thereby qualifying me as an exceptional fit for a quality seeking organization.

## PERSONAL PROFILE & SKILLS

- Market focused commerce graduate with Business Development and Management skills;
- Comprehensive knowledge of methods and techniques for completing projects on hand with start to finish approach alongside keeping stakeholders up to date on developments;
- Maintaining confidentiality whilst following organizational protocol;
- With excellent networking skills able to create, build and maintain professional relationships with existing and new clients (both internal and external).
- Ability to communicate effectively has always helped me in acquiring clarity with regards to nature of request (whether important or urgent), thereby allowing me to manage multiple tasks simultaneously;
- Streamlining operations to ease processes and procedures while complying with internal policies has always helped ensure staff satisfaction alongside creating a pleasant work environment, where all help and support each other to achieve first individual and then organizational goals;
- With Leadership skills acquired over the years, able to achieve long term goals and meet operational deadlines.

- Proficient in report making and analytical tools including Advanced Excel;
- Self-motivated, open to learning and opportunities attitude have always helped me maintain solution oriented approach;

## PERSONAL DETAILS

**Year of Birth:** 1983

**Nationality :** Indian

**Visa Status :** Own Visa

**Driving License:** Valid UAE license

## EDUCATIONAL DETAILS

### BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

2010 : Completed Bachelor of Science in Business Administration from Madonna University, Michigan , U.S.A

### 2002 : SENIOR SECONDARY

Completed Senior Secondary in Commerce Stream through Gulf Indian High School Dubai affiliated with Central Board of Secondary Education, New Delhi, India.

## PROFESSIONAL EXPERIENCE

### VFIX MAINTENANCE AND TECHNICAL SERVICES LLC (NOV 2015-APRIL 2020)

#### Administration & HR professional

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes;
- Recruit and train personnel and allocate responsibilities and office space;
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency;
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations;

- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints;
- Monitor costs and expenses to assist in budget preparation;
- Ensure operations adhere to policies and regulations;
- Business Development in Dubai Market, establishing and maintaining professional relationships with clients and vendors.
- Keep abreast with all organizational changes and business developments;

#### **CAPGEMINI MIDDLE EAST FZ LLC -MNC (MARCH 2010 - NOV 2015)**

##### **Consultant & Office Manager**

- Managing office administration, HR and Finance functions;
- Liaising with Bank VP, Company Secretary, Legal and Finance team;
- Assisting company VP.
- Dealing with TECOM (Free zone Government entity) for visa's;
- Managing visa forecast for various projects;
- Issuing salary letters, verifying salary details of employees;
- Preparing SOP documents for ME mobility requirement;
- Point of contact for India, US, UK CG office for any queries;
- Managing budget for office utilities;
- Responsible for renewing tenancy agreement, trade license, establishment card, post box;
- Liaising with Insurance providers, legal advisors and suppliers.

#### **AL TAYER MOTORS (MARCH 2006 - NOV 2008)**

##### **Customer Service Representative**

##### **Range Rover and Jaguar**

- Assisting service advisors and customers;
- Ensuring smooth flow of traffic and carrying out vehicle inspection;

- Coordinating with quality controllers and spare parts department;
- Managing replacement vehicles and drivers;

#### **DATA DIRECT FZ LLC (JULY 2003 - SEP 2005)**

##### **Office Administrator & Recruitment Consultant**

- Handling office administration, HR and finance related responsibilities;
- Recruiting, training and placing candidates;
- Managing events and resolving issues such as immediate staff replacement;
- Assisting Company Director;
- Maintaining procedures for systematic withholding of documents.

#### **SEATRADE SHIPPING SERVICES (SHARAF GROUP) (JULY 2002 - JULY 2003)**

##### **Customer Service Representative**

- Booking Shipments and containers;
- Liaising with ports and container transport companies;
- Sending reports to ports and other stakeholders;
- Tracking and follow up to ensure timely container discharge at destined port.

#### **PROFESSIONAL TRAINING**

- Nadia Training Institute 2009 – Advanced MS Excel and MS Project
- Nadia Training Institute 2009 – Advanced MS Word

#### **LANGUAGES**

To Speak / Read / Write : English , Hindi , Punjabi and fair knowledge of basic Arabic

#### **AWARDS & ACHIEVEMENTS**

Awards and certificates from School for scoring position in Debate, Elocution and Dance competitions and Best telesales executive awards - credit cards for RAK Bank (During Summer jobs while graduating)

Additionally: Experienced sales promoter for Electronic, Perfumes, World Gold Council  
(during schooling- part time jobs)

## REFERENCES

Can be furnished upon request.