

RESUME

BALVIR SINGH

Address: OMAN, MUSCAT, AL QURUM

Contact No: +96897541179

E-mail: balvirkangra1@gmail.com



CAREER OBJECTIVE:

Looking for a challenging career within my field of interest that will challenge me and allow me to use my education, skills, and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement of the organization.

ACADEMIC QUALIFICATIONS:

- GRATUDES BACHLOR OF COMMERC B.COM
- COMPUTER BASIC
- MS EXEL
- MS WORD
- MS POWERPOINT

KEY SKILLS:

- Verbal Communication skills
- Good in time Management and Hardworking
- Decision Making, Critical Making
- Organization and Planning.

WORKING EXPERIENCE:-

- 2 Years Worked in telesales at SPICE CALL CENTER COMPANY (CHANDIGARH) in India (2014-2016)
- 3 Years Worked as DATA ENTRY at SHARMA GRAPHICS COMPANY in India (2016-2018)
- 2 Years Worked as Parameter Checker And Computer Operator at BINA PLASTIC COMPANY in MALAYSIA (2018-2020)
- 1 Year and 6 months Worked as a cashier, computer operator, and Data Entry at S.O.M. SHOES GALLERY Owen shop (2020- Sep2022)
- 7 Months Worked as Data Entry Operator at Al Fteh Travels in UAE (Dec 2022 - Jun 2023).

PERSONAL PROFILE:

Date of Birth : 18/10/1991
Nationality : India
Marital Status : Married
Religion : Christen
Passport : W1037215
Visa Status : Visit Visa
Languages Known : English, Hindi, Punjabi, Malay

DECLARATIONS:

I hereby declare that the above-mentioned information is correct to the best of my knowledge.

Date:

Place:-

BALVIR SINGH