



JASPAL SINGH GILL

OBJECTIVE

Administration (data entry) experience is eager to use organizational abilities, skilled in communication and time management, and outgoing and collaborative for the growth-oriented position in office management.

EXPERIENCE

Life insurance corporation(LIC)- India

Data entry clerk (2018- 2021)

- I was responsible to maintain the computerized records of customer
- to communicate with the clients as a company representative through in-person, emails, and phone calls
- Scheduled meetings, and appointments for customers and managers.
- Have trained 3 new-administration assistants during working time and ensured they paid attention to the company's rules and policies.

Forklift operator

EDUCATION

- Hotel management diploma
- higher- secondary education

AWARDS AND ACKNOWLEDGEMENTS

- Excellence in Microsoft (excel, word, ppt)
- An excellent computer using skills
- Multilingual (English, Punjabi, Hindi, Arabic)

