

Ravinder Singh

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Dedicated to work with a Positive attitude and Punctual. I have quite an adjustable personality, reliable, and honest in my undertakings. I also have leadership qualities. Therefore, I am comfortable working in a team.

Personal Details

Highest Level of Education: Bachelor's Degree

Total years of experience: 3

Work Experience

Back-end Coordinator (Executive)

Netplus Broadband- Ludhiana, Punjab

Dec 2020 to Nov 2022

- Provide superior customer service and data management in excel.
- Manage field team and responsible for managing complaints and installations as required.
- Manage department inventory including weekly and cycle counts.
- Assist with managing department and provide suggestions on ways to get better outcomes.
- Assist with department scheduling as required.
- Assist with the training of new team members as required.
- Provide coaching while maintaining a high level of confidentiality and trust.
- Assist with the completion of department service assessments.
- Receive and accurately store department orders and review and verify department invoices.
- Responsible for reset of department for the closing team and ensuring department is ready for business.

Store Manager

Focal Point-Ludhiana, Punjab

July 2019 to August 2020

- Developing store strategies to raise customers' pool, expand store traffic and optimize profitability.
- Meeting sales goals by training, motivating.
- Managing inventory.
- Ensure high levels of customers satisfaction through excellent service.
- Report on buying trends, customer needs, profits etc.
- Complete store administration and ensure compliance with policies and procedures.

Education

Bachelor Of Computer Applications (BCA)

Punjab university

2017 to 2020

Senior Secondary

2015 to 2017

Punjab School Educational Board

2015

Board / Uni

Skills

- Administrative Experience
- Human Resources
- Microsoft Outlook
- Mentoring and providing feedback to store staff.
- Leadership
- Office Management
- Event Planning
- Recruiting
- Store Management Experience

- Team Management
- Management
- Retail Management
- Employee Orientation
- Human Resources Management
- Time management
- Communication skills
- Research
- Organizational skills
- Computer skills
- Analysis skills
- Microsoft Project
- Microsoft Excel
- Negotiable
- High Accuracy
- Data entry
- Microsoft Powerpoint
- Microsoft Office
- Hospitality
- Discipline
- English
- Bilingual
- Punctuality
- Data Warehouse
- Manufacturing