

PIYUSH DHINGRA

ADMINISTRATIVE



✉ poohdhingra2212@gmail.com
📞 +971 569374669
🏠 Dubai
🏠 Indian
👁 Single
🌐 www.linkedin.com/in/piyush-dhingra-683a57293

PROFILE

Enthusiastic and dependable individual who exhibits organizational skills and the capability to multi-task while working under tight deadlines. Thrives in a cooperative team environment and creates beneficial relationships with both employees and customers

WORK EXPERIENCE

Administrative

Smart Print Solutions LLC

November 2021 to till now.

- Managing office administration, communication, and time management.
- Managing regulatory requirements and ensuring compliance.
- Assisting in the preparation of documents and reports.
- Providing support to other departments as needed.
- Ensuring accuracy and timely completion of tasks.
- Providing customer service to clients.
- Maintaining administrative records and filing systems
- Handle German billing software Inflo includes making invoices, monthly reports, stock in and out, handle all warehouse stock.
- Handle email software thunderbird includes all the company mails.
- Handle cash includes day to day expenses & customer payments.
- Handle online portals include amazon, noon and Sharaf dj.
- Follow the pending payment customers include calling customers and collection of payments from credit customers.

SKILLS

- Communication (written and verbal)
- Prioritization and problem-solving.
- Organization and planning.
- Research and analysis.
- Attention to detail.
- Customer service.

SKILLS

- Office opening & closing
- Sales expertise
- Accurate money handling
- Cost reduction & budgeting
- Schedule management
- Travel arrangements coordination
- Event coordination
- Employee development

International Call center

Nijjar Diaries Pvt Ltd

2020-2021

- *While doing my graduation in BBA I have worked in international calling center as my part time job in India.*

Insurance Coordinator

DMC Hospital

2019-2020

While doing my graduation in BBA I have worked in hospital as the TPA insurance coordinator as my part time job in India.

EDUCATION HISTORY



Bachelor of Business Administrative

Institution: Lovely Professional University

Year of Graduation: 2018-2021



12th-Commerce

Institution: CT Public School

Year of Pass out: 2017-2018