



Jagroop Singh

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Address: Abu Dhabi, United Arab Emirates (Home)

WORK EXPERIENCE

30/11/2020 – CURRENT Dubai, United Arab Emirates

SALESMAN/CUSTOMER SERVICE GYMA FOOD INDUSTRY

1. Led the sales at the counter, driving sales and achieving monthly targets consistently.
2. Conduct warehouse stock checks to maintain an optimum inventory level for sales operations.
3. Execute promotional campaigns, driving customer engagement.
4. Manage customer orders, queries & complaints, ensuring complete satisfaction.
5. Conduct a stock take every month and deliver stock report to head office.

31/10/2018 – 29/08/2019 Jalandhar, India

IT SUPPORT ENGINEER O7 SERVICES

1. Routing & Switching
2. Installation of Hardware & Software
3. Configuration of windows & Drivers
4. Meeting with the customer on Front Desk and deal with them

EDUCATION AND TRAINING

30/06/2015 – 09/12/2018

BACHELOR OF TECHNOLOGY (COMPUTER SCIENCE ENGINEERING) Punjab Technical University

Address Punjab, 144002, Jalandhar, India |

INTERMEDIATE DIPLOMA (COMPUTER SCIENCE ENGINEERING) Lord Krishna Polytechnic College

Address Punjab, 144802, Kapurthala, India |

LANGUAGE SKILLS

English, Hindi, Punjabi, Urdu, Arabic

SKILLS

MS Office | MS Excel | Inventory Management | Quality Control | Sales Management |
Communication | Windows Servers | CCNA | Active Directory

PERSOANL DETAILS

Nationality:	Indian
DOB:	17/12/1996
Visa Status:	Employment Visa (Valid till 14/11/24)
Marital Status:	Single