

GURMUKH SINGH

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RAMKOT, UTHAR PRADESH, INDIA



ABOUT ME

SEEKING A REPUTED AND CHALLENGING POSITION IN A COMPANY WHICH RECOGNIZES THE VALUE OF HARD WORK, SMART WORK AND TRUST ME WITH RESPONSIBILITIES WHERE I CAN MAKE THE BEST OF MY POTENTIAL AND CONTRIBUTE TO THE ORGANIZATION'S GROWTH. HAVING THE PROVEN TRACK RECORD OF PROVIDING ADMINISTRATION SERVICE, VERY GOOD COMMUNICATION SKILL, COORDINATING AND ALSO MAINTAINING HIGH LEVELS OF SATISFACTION FOR THE CLIENTS, I AM SEEKING TO TAKE NEXT CAREER STEP WHICH IS MORE CHALLENGING FOR ME.

SKILLS

COMPUTER KNOWLEDGE

COMMUNICATION
LEADERSHIP

PROBLEM SOLVING &
DECISION MAKING IN

ANALYTICAL AND LOGICAL
WAY

DIPLOMATIC IN DIFFICULT
SITUATIONS

WORK WELL UNDER
PRESSURE

PERSONAL DETAILS

Date of birth

21/08/2001

Nationality

INDIAN

WORK EXPERIENCE

GCC LIGHT DRIVER

Order Food Company Pvt Ltd (Doha, QATAR)

2024- Till now

INDIAN LIGHT DRIVER

M. S Transport Pvt Ltd (Uthar Pradesh, INDIA)

2019 -2023

INDIAN HEAVY DRIVER

M. S Transport Pvt Ltd (Uthar Pradesh, INDIA)

2019-2023

ROLES AND FUNCTIONS

- Dealing with clients
- Being Up to date about the market
- Documentation, Record keeping, Monitoring
- Good initiative in identifying Organizational need

LANGUAGES

English

Hindi

Punjabi

PERSONAL DETAILS

Passport Number

V0342907

Date of Issue

11/09/2020

Date of Expiry

10/09/2030

Place of Issue

Lucknow

Qatar Driving License

License Number

30135612418

Date of issue

29/09/2024

Date of Expiry

28/09/2029

Authorized Vehicles

Light Vehicle

EDUCATION

BACHELOR DEGREE OF SCIENCE

(Sitapur, India) / 2022

INTERMEDIATE

Board of Intermediate Education / 2018

HIGH SCHOOL

Board of High School Education / 2016

DECLARATION

I **GURMUKH SINGH** here by declaring that all the information furnished above is true to the best of my knowledge and belief.