

Gurinder Kaur Arora

GMS Road near Wadia Institute, Dehradun - 248001 (Uttarakhand)
+91 9897696553 / 8384833380
gurinderkaur700@gmail.com

Dear Sir / Madam,

I came to know about you so here I present myself as an important incumbent for the post Office Executive.

Being a girl with physical disability on both lower limbs, I am applying for a job in a congenial environment. I am fully conversant with computers and can faithfully discharge the duties pertaining to management portfolios.

I am looking for an opportunity to energize my skills with the requirements of the institution. I am submitting my detailed resume for your perusal and kind consideration. I am looking forward for an opportunity of an interview to prove my credentials.

Thanking you in anticipation.

Gurinder Kaur Arora



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Contact

Address

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Dehradun -248001 (Uttarakand)

Phone

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Email

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Additional Skills

- Degree in computer studies from Informatics Computer Institute, Dehradun (Competent in using Word and other Microsoft software (Coral, Photoshop, Page Maker, PowerPoint, Tally etc).
- Knowledge of Hindi typing.
- Degree in painting (Nib, Fabric & Glass, etc.)
- Establishing priorities and managing workload.
- Checking, monitoring and ordering office supplies.
- Answering telephone calls professionally.
- Filing paperwork and scanning.
- Dealing with queries quickly and professionally.
- Sorting and distributing internal / external post.
- Resolving administrative

Professional Summary

I am positive, organized, hardworking and more than able to provide administrative support in a busy office environment. I am confident about managing a busy workload, and have the ability to use her own initiative and work well under pressure. I am an ambitious individual who would like the chance to progress within a growing company. I am now looking for a suitable position with a employer in an open, friendly & collaborative environment.

Work Experience

05/2022 – till date

The Heritage School, Dehradun

Office Staff

- To be receipt cash from fee counter (Main school) and North Campus on daily basis.
- To maintain School Main Account Ledger both (Rough and Final) and expenditure vouchers daily basis.
- To look after all bills pertaining to the school and after discussion /perusal with Director / President payment will be made.
- To be prepare Monthly Salary of Teaching & Office Staff and CI-IV employees both schools and also prepare salary slip of permanent staff and voucher of ADHOC Employees.
- Distribution of Monthly Salary on cash through Voucher and salary slip to Class-IV Employees.
- Payment of EPF,ESI and TDS of concerned Staff.
- Payment of all bills like Electricity, Water, Telephone etc.
- Payment of Registration fee through online of IXth, Xth, and XIIth students.

07/2016 – 01/2020

Rosemounts Institute of Languages, Dehradun

Office Administrator / Admission Counselor

- Documented all information from customer/client calls and onsite servicecalls.
- Controlled all confidential and proprietary information released company clients.
- Paid close attention to customers' concern and addressed their queries and achieved an exceptional level of customer service.
- Increased employees attendance records from passable to exceptional by emphasizing punctuality and being prepared to start work on arrival.

07/2010 - 06/2016

Raphael Ryder Cheshire International Centre (NGO), Dehradun

Office Assistant / Admission In Charge

- Completed daily reports of incidents, safety violations, repair requirements for equipment, property damage and/or theft, unauthorized persons within area and any unusualevents.
- Paid close attention to customers' concern and addressed their queriesand achieved an exceptional level of customer service.
- Responsible for monitoring various company databases to ensure accuracy of inventory.
- Documented all information from customer/client calls and onsite servicecalls.

06/2005 - 06/2010

Gokul Society for Handicapped (NGO), Dehradun

Office Assistant

- Paid close attention to customers' concern and addressed their queriesand achieved an exceptional level of customer service.
- Responsible for monitoring various company databases to ensure accuracy of inventory.

queries.

- E-mailing correspondence.
- Maintaining office equipment by completing preventive

Education

		2004
HNB Garhwal University, Dehradun		
Bachelors		
		2001
Heritage School, Dehradun		
Senior Secondary		
		2000
Heritage School, Dehradun		
High School		

Languages

English	—	A1
Hindi	—	A1
Punjabi	—	A1

References

Available on request.