

# HARDEEP SINGH CHEEMA

## EX-ARMY RETD

Dasuya, Punjab 144205

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+91 98789 71822

HARD WORKING, TIME PUNCTUALITY AND HIGH SKILL WORK

## Personal Details

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**Date of Birth:** 1987-01-06

**Eligible to work in:** India

**Highest Career Level:** 5+ years experience

**Industry:** Militaire

**Total years of experience:** 17

## Work Experience

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### Office Management

DEFENCE SERVICES-Jharkhand

Full-time

December 2007 to December 2024

We have done my job 17 years in defiance services with best management skill, leadership, office management, HR management, office skill work, multimedia skill, Documentation skill and high skill in computer knowledge now we looking in corporate sector use my skills

## Education

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### ARMY GRADUTION in Official studies

S R C RAMGARH - Dasua, Punjab

December 2007 to December 2024

### Diploma in Information Technology

MILITARY COLLEGE OF TELECOMMUNICION ENGINEERING - Mhow, Madhya Pradesh

January 2015 to March 2015

## Skills / IT Skills

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- Organisational skills
- Office management (10+ years)
- Driving
- Microsoft Office
- Maintenance

- Computer skills (10+ years)
- Computer repair (10+ years)
- Senior leadership (10+ years)
- Leadership
- Leadership (10+ years)
- Project leadership (10+ years)
- Multimedia (10+ years)
- Communication skills
- Cash handling

## Languages

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- English - Intermediate
- Punjabi - Expert
- Hindi - Expert

## Certifications and Licenses

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### **SECURITY TRAINING**

December 2024 to Present

### **ASSISTANT SECURITY OFFICER**

October 2024 to Present

### **FIRE AND INDUSTRIAL SAFETY MANAGMENT**

October 2024 to Present

### **COMPUTER SOCIETY OF INDIA**

January 2015 to Present

### **ADVANCED INFORMATION TECHNOLOGY**

January 2015 to Present

### **CERTIFICATEBIN APPLICATION SOFTWARE MS OFFICE**

August 2014 to Present

### **INFORMATION TECHNOLOGY DIVISION**

August 2014 to Present

### **TALL CERTIFICATE**

February 2007 to Present