

NAVJOT

ALAWALPUR JALANDHAR • +91 7087935635
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SUMMARY

Dedicated and focused candidate who excels at prioritizing, completing multiple tasks simultaneously. Specialize in administrative support to busy business firms. Committed to delivering high quality results with little supervision. Energetic, Organized, and professional.

WORK EXPERIENCE

RECEPTIONIST & MANAGER at S Group Jal

AUG 2023 - AUG 2024

- **Receptionist** : handling candidates for gulf and Europe work Interviews.
- **Social media manager** : managing social media platforms e.g. Instagram, You tube and Facebook etc. Creating Ads for an office advertisement and making demands for an interviews. mailing all demands and documents to agents.
- Made a CV formats and creating maximum CV profiles for an interviews e.g. gulf and euro pass cv's
- **Manager**: Led a team in successfully delivering visa & tickets to agents and direct candidates. Good cash handling skills.
- Maintaining MS excel files, MS word files and collecting candidates documents for visa filing.

WORK AT TILAK UTPADAN PVT LTD.

MAR 2023 - JUL 2023

- Managed project timelines, reducing delivery times : dispatching.
- Receptionist : Front Office, check filling and upload on a daily check book.
- Managing office official website - maintain orders and accounts.

WORK AS A TRANSLATOR : ONLINE WORK

AUG 2022 - DEC 2022

- Translated English audio to English text on MS word. (que/ans)
 - Translated a Website Chroniclegospel.net, 68 English chapters into Hindi language.
 - Translated a Website Chroniclegospel.net, 68 English chapters into Punjabi language.
 - Translated mini File from Hindi into English language. (que/ans)
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EDUCATION

Bachelor of Arts

AUG 2019 - MAY 2022

Sant Baba Bhag Singh University Khialan. (ugc)

- Regular student with 90 % attendance
- Marks obtained : **72.23%**

10th & 12th classes

GGSS school Alawalpur Jalandhar

- Marks Obtained 78% in 10th and 76% in 12th humanities.
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ADDITIONAL INFORMATION

- **Technical Skills**: Diploma in software technology with grade **A+**.
- **Tally, Microsoft office** : Word, Excel, Power Point,
- **Typing Certification** :- English, Hindi & Punjabi
- **Languages Known**: English, Hindi & Punjabi (French-beginner).