



# Gurdeep Singh

Business Development & Administrative Professional

## CONTACT ME

+91 83601 00369

myselfgdeep@gmail.com

Ekta Nagar, Jalandhar, PB 144001

## EDUCATION

**GP Rating Course – Merchant Navy**  
DGN Collage, Delhi  
2015 - 2016

**Higher Secondary – PSEB**  
Doaba Khalsa Model Senior Sec. School  
2014 - 2015

## CORE SKILL

- Business Development & Sales Support
- Client Relationship & Objection Handling
- Office Administration & Coordination
- Data Management & Reporting (Excel, Word, PowerPoint)
- Team Leadership & Training
- CRM & Lead Management
- Communication & Negotiation

## LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Punjabi (Native)

## PROFESSIONAL SUMMARY

Versatile professional with X+ years of experience in sales, client relationship management, team leadership, and office administration. Skilled in Excel, MS Word, data management, and CRM systems, with a strong ability to handle client objections, coordinate operations, and support business growth. Seeking role where I can contribute to both business development and office efficiency.

## WORK EXPERIENCE

**Rature LLC, USA** 2023 - 2025  
Client Relations & Team Manager (Remote)

- Built and maintained client relationships, handled objections, and ensured customer satisfaction.
- Managed in-house CRM system, keeping client data updated and accurate.
- Prepared and analyzed sales reports and data sheets using Excel.
- Led and supervised a remote sales team, ensuring performance and meeting targets.
- Coordinated with management to improve sales processes and reporting efficiency.

**Webroot Info Tech, India** 2021- 2023  
Sales Executive → Team Manager

- Started as Sales Executive, handling client calls, lead generation, and sales closing.
- Promoted to Team Manager, leading and supervising a team of sales executives.
- Trained staff in client dealing, objection handling, and sales techniques.
- Oversaw reporting, client relationships, and overall team performance.

**Delhivery Limited, India** 2018 - 2021  
Office & Logistics Assistant

- Managed office documentation and shipment records.
- Coordinated daily courier operations and client communication.
- Assisted in tracking, scheduling, and logistics support.

**Highline Shipping - Malaysia** 2016 - 2018  
Deck Cadet

- Assisted in navigation, cargo operations, and deck maintenance.
- Maintained logbooks, reports, and supported safety drills.
- Worked with multinational crew, improving teamwork and communication.