

Contact

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Skills

Soft Skill

team training

Team Building Skills

Sales Targets

Counselling skills

IT Skills

Ms Office

Microsoft Excel

Microsoft Outlook

Ms Powerpoint

Courses & Certifications

Online Greeting's Shopping

Hospital management (Blood Bank)

Rupinder Jeet Kaur

Academy Sales Manager | Patiala

Experience of Airlines reservations, Administration and operation, Sales & Marketing, Counselling, Management Skills, operations

Experience

Western Overseas

Academy Sales Manager

Nov 2021 – Present

- > Be responsible for the annual budget of the Centre: develop, implement and regularly review a financial strategy for the Centre.
- > Managing and monitoring of implementation of the resource allocation process within the School
- > Dealing with staff recruitment matters that fall within the remit of the Centre
- > Managing relevant disciplinary procedures for both staff and students
- > Taking care of the development, implementation and regularly review a financial strategy for the growth of the Centre

NFCI

Branch Manager

Mar 2019 – Mar 2021

- > Builds a quality relationship with the schools, institutes and learning centre
- > Helped students to overcome language barriers through motivation, dedication and persistence in helping them to succeed.
- > Managed pupils' behaviour, applying appropriate and effective measures in case of misbehaviour.
- > Discussed student's progress with parents at care meet, building open and honest relationship.

Lakshya Forum for Competitions

Centre Head

Sep 2017 – Oct 2018

- > Be responsible for the annual budget of the Centre: develop, implement and regularly review a financial strategy for the Centre
- > Promoting excellence and improvement in all matters of teaching, learning, research and administration
- > Taking care of the development, implementation and regularly review a financial strategy for the growth of the Centre
- > Dealing with staff recruitment matters that fall within the remit of the Centre
- > Ensuring the effective delivery of high quality teaching and the maintenance of academic standards

Orane International Pvt. Ltd.

Centre Manager

Dec 2014 – Sep 2017

Bulls Eye Pvt. Ltd.

Centre Manager

Apr 2014 – Dec 2014

Orbit Technical Solutions Pvt. Ltd

Administration Manager

Feb 2012 – Nov 2013

- >Handling day-to-day activities and administrative activities including selection & staffing, tasking, discipline, welfare, and all multifarious development programs ; ensure proper implementation of Rules and Regulations.
- >Responsible for Processing of all paper works related to Shipments and other Processing.
- >Successfully implementing company policies / labour laws and take disciplinary action under Standing Orders.
- >Handle entire gamut of Administration and Led the efforts across planning & budgeting of administration expenses & work towards minimising operational expenses/ costs.
- >Pivotal in assisting various authorities in solving pending disciplinary cases, vigilance /non vigilance and departmental enquiry matters.
- >Designing and implementing various processes to effectively assist employee issues and facilitate function inter-departmental meetings.

Kingfisher Airlines Pvt. Ltd.

Guest Service Supervisor

Mar 2009 – Feb 2012

- >Participate in Briefing meeting at least hour prior to the start of each day of shift In conjunction with Airport Manager.
- >Responsible for On Time Performance and provide efficient customer service.
- >To provide inputs to flight operations in case of delays, rescheduling, cancellations and combinations.
- >To provide feedback on complaints and compliments and proactively generate action plans to improve service levels.
- >Participate in Debriefing meeting after of each day of shift, in conjunction with the Airport Manager.
- >Perform additional assigned jobs Time to Time.

Education

Master in Computer Application (M.C.A)

Computers

Kurukshetra University

2006

Bachelor Of Computer Application (B.C.A)

Computers

Awards

Best Sales Manager

Dec 2022