GURMIT SINGH

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M#:+91-9910021639  
 **Career Objective**

I am looking forward to join a progressive organization. I have high level of personal morals and integrity. I am Goal oriented, self-motivated and committed to the successful outcome. I am willing to work hard and have a great desire to learn

**Technical Qualification**

* Certified Professional Computer Accountant (CPCA) Course from NIFA. 2009-2011
* Auto Cad with 3D Max Course from National Small Industries Corporation (NSIC).

**Technical Skills/ Software Known**

* Operating Systems: Windows 95/97/XP/7/8/10.
* Tally, Microsoft Office, Basic Knowledge of PageMaker, CorelDraw, Photoshop, Microsoft CRM, Microsoft Dynamics AX-Client, Magento and PDF creator

**Experience**

**Iron Systems India Pvt. Ltd**

* Data Entry Administrator/ QA from Oct 2014 to till date
  + QA/ Verify the Contracts with Salesforce.com and Shipped Orders with Opschain (supply chain software)
  + QA/ Verify the Data from Salesforce.com and QA the Report with Salesforce.com
  + Grant with all Development of Iron India/US team.
  + Work on Iron Wiki | ISO Documents Site and Content Management (create the templates, child pages and pages)
  + Work on Microsoft Dynamics AX 2012 | Make the Sales Order# & Return Sales Order# and Packing Slip#
  + Work on Adobe DC to make Editable forms
  + Worked on Sales Force | Update the contact with RMA#
  + Worked on PTS/opschain (supply chain software) | QA the Iron RMA# | Fostered Reports and Keeping, new Updates of RMA# | Made RMA# then Changed into the RMA item Status | Update the parts price
  + Worked on Excel Sheet | Used with Pivot Table & Pie Chart and some formulas
  + Worked on Google Shopping & Google Merchant Center | Ranking the Keywords, Products Repricing, Created new SKU
  + Worked on Google AdWords & Google Analytics | Generating reports
  + Supported to the Digital Marketing Expert in the google AdWords
  + Worked on Dynamics CRM | Made Leads & Opportunities on Microsoft CRM
  + Worked on Taleo (Oracle Based | Job Portal) | Generating the reports | Supported to the Branch Manager in the Taleo (Oracle Based | Job Portal) overseen
  + Coordinate with senior management and maintain knowledge on Files and produced appropriate reports
  + Marketing and Market Explored
  + Worked on Shop.ironnetworks.com | online shopping website | Added new products magento helping with some HTML tag | Created meta tags, added images| categories| url-key etc.
  + Gift to multitask independently as well as an excellent team player.

**India Web Mart**

* Computer Operator cum Office Assistant from Sep 2013 to Oct 2014
* Data Entry Work
* Minor HTML Changes as Guided by seniors
* Helping for accounts related work like managing bill, document sorting etc.

**PHV Securities Pvt. Ltd.**

* Assistant Tax Consultant from Jan 2013 – Aug 2013
* Data Entry Work in Tally
* Helping in Day to day bank related works

**Extra-Curricular Activities**

* Participated in painting competition at school level & win 3rd position.
* Performance in Bhangra and also Discourse in Computer Technology in 12th

**Strengths**

* Belief in hard work
* Flexibility
* Calm and Cool
* Being Quick Learner
* Believe in Teamwork
* Believe in Sharing and Enhancing Knowledge

**Hobbies**

* Listening to music.
* Merged with people.
* Travelling.
* Net Surfing.

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Year of Passing | Board/ University | Class | % |
| 10th | 2007 | C.B.S.E. | 2nd | 52% |
| 12th | 2009 | C.B.S.E. | 1st | 68% |
| B.com | 2014 | Bharath University | 1st | 70% |

**Languages Known**

|  |  |  |  |
| --- | --- | --- | --- |
| Languages | Read | Write | Speak |
| Hindi | Yes | Yes | Yes |
| English | Yes | Yes | Yes |
| Punjabi | Yes | Yes | Yes |

**Additional Details**

|  |  |
| --- | --- |
| Father’s Name | S. Sukhbir Singh |
| Date of Birth | Feb 07, 1992 |
| Nationality | India |
| Marital Status | Single |
| Gender | Male |

I hereby declare that the information given above is correct to the best of my knowledge.

**Date:**

**Place: (GURMIT SINGH)**