Resume

# 143/4B, Ward No. 1,

Swaraj Nagar,

Jhungian Road,

Tehsil Kharar, Mohali -140301

Mobile: 8146241980

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**HARDEEP SINGH parhar**

**CAREER PROFILE**

Training as a profession with the experience of more than 7 years in this field. Imparted training at School, University and Corporate level and having compatibility with all kinds of product, process and skills. At the same time have a passion in content development and data maintenance to an extent.

**EDUCATIONAL QUALIFICATION**

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| Year | Degree | School/ Institution | Board /University |
| 2014 | M.A (English Literature) Specialization in Shakespeare Studies. | University School of Open Learning | Punjab University |
| 2003 | Bachelor in Commerce | Wesley Boys Degree College | Osmania Unversity |
| 2000 | 10+2 | Kendriya Vidhylaya Air Force Academy Hyd. | CBSE |
| 1998 | Matric | Adarsh Public School Sector 28 Chandigarh | Punjab School Education Board |

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| |  | | --- | | **EXPERIENCE (Total of 10 to 11 Years) :-**  **Chandigarh University Gharuan, Mohali (Punjab)** |   I worked as Verbal Ability and Soft Skills Trainer from July11, 2016 till Jan24,2018 again from Jan 07 2019 till Nov21, 2019 in CU. (Total 2 Years 5 months)  • Experience: Strong control over English Language. Training modules including Leadership Skills, Conflict resolution and IQ and EI. Further, I have good knowledge and hold to take all the Grammar Sessions including logical ability.  • Technical Efficiency: Efficient in making power point presentation and drafting word docs.  • Other Set of Skills like imparting knowledge with students on regular Current Affaires topics And General Knowledge. |
| |  | | --- | | **English Grammar Faculty at Griffins Chandigarh.** |   •I worked as English Grammar Trainer part-time from July 18, 2013 till Feb 29, 2016 •I worked there as English Grammar Faculty to train School student under the program- Chandigarh Training on Soft Skills (C-Toss) under the aegis of SPIC. |
| |  | | --- | | **Data Max (Puma Source India Data Consultants)** |   Worked as a Senior International Customer Care Executive from 07, August, 2012 till Jan 07, 2013. • Experienced: Customer service professional with UK Based International call centers and hospitality services. • Efficient: Adept at handling various calls on a daily basis, while consistently resolving client issues in a short time span. |
| |  | | --- | | **INTERNATION BUSINESS MACHINES (IBM)** |   Worked as an Executive Customer Care Executive from May10, 2010 to 07, August 2012. ((Total 2 Years 3 months) • Experienced: Customer service professional with 2 years in call centers and hospitality services. • Efficient: Adept at handling various calls on a daily basis, while consistently resolving client issues in a short time span. • Skilled: Possess exceptional customer service skills, with customers regularly commending on received support. |
| |  | | --- | | **Zanetine Web Design Lmt.** |   I worked as a CONTENT WRITER in Zanetine Web Design Lmt. for April 2005 till May 2010. Further I assisted • clients with business plan, Purchase, Branding, advertising, remodeling of their products.  • Initiated, scheduled, organized and manages sale projects and team to maintain effective and profitable relation.  • Discovered, negotiated and secured new relationship with local and International organizations |
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**STRENGTHs**

• Positive Attitude & Self Confidence

• Encouraging attitude with a strong capability of inspiring others

• Keen learner

• Good team working ability and leadership qualities

• Good Critical Ability and Logical Reasoning skills.

**HOBBIES**

Reading Newspapers, magazines and periodicals

Journals and Articles

Books

**PERSONAL DETAILS**

Date of Birth : June 30, 1980.

Nationality : Indian

Languages Knows : English, Punjabi & Hindi

Religion : Sikh

**DECLARATION**

I do hereby declare the information furnished above is true to the best of my knowledge and understanding.

**Date: June. 2020**

**Place: Chandigarh**  **(HARDEEP SINGH)**