

CURRICULUM VITAE

NAME: Sukhvinder

ADDRESS: House No. 183, Gali no. 5, Gurnanakdev Colony, Bhalaswa Dairy, Delhi, Delhi, India, 110033

CONTACT NO: +91 9625263830

EMAIL ID.: sukhisingh199823@gmail.com

NATIONALITY: INDIAN

SUMMARY:

Motivated and detail-oriented fresher seeking an entry-level corporate role where I can learn business processes, support operations, and contribute through accuracy, discipline, and strong communication skills.
Eager to grow professionally in a structured corporate environment

SKILLS:

- Basic understanding of corporate processes
 - Documentation & record keeping
 - Data entry & accuracy
 - Email & professional communication
 - Time management & task prioritization
 - Problem-solving mindset
 - MS Word & MS Excel (Basic)
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Gap Explanation

Was in Dubai(UAE) for a year
And in Tbilisi(Georgia) one and half year
Yerevan(Armenia)

International Exposure (Gap Period)

Took time to stay abroad for personal and family reasons, during which I developed independence, adaptability, and cross-cultural communication skills. Now fully available and committed to starting a corporate career in India.

EDUCATION

- Name of Degree/Diploma : High School (Grade 12)
- Place :- Delhi, India

Type: Full Time (2018)

- **Name of Degree/Diploma :**
Bachelors in Arts
 - **Type:** Full Time (2022)
 - **Place :-** Uttarakhand, India
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DATE OF BIRTH:- September 23rd, 1998

LANGUAGES KNOWN:- Hindi, English, Punjabi

PASSPORT NUMBER: T1505915

