

# Curriculum Vitae



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## Objective

I am a dynamic aggravated and action oriented young man. I present myself with all my devotion, dedication and commitment for the best of your well substantiated organization in the sublime of my field. I am a hard work individual and in a team i am a true team player who survive to achieve goal.

## Core Competencies

Anticipate potential obstacles and acts in timely manner

High level of integrity & honest/maintains highly confidently, Gender sensitivity  
Courteous, Manage self well

Demonstrate understanding of all job tasks

## Professional Experience

Designation: Personal Family driver.  
Duration:

## Jobs & Responsibility

- Pick and drop to boss for his office work .
- Pick and drop his family to different locations

Designation: Assistant Supervisor Security and Patrolling Security.  
Company:  
Duration:

## Jobs & Responsibility

- Safe and secure the people property and premises
- Access control
- Greeting visitor
- Responds all accident and incident
- Handle team as a team leader.

Designation: Cash Handling Manager  
Company:  
Duration:

#### Jobs & Responsibility

- Collect the cash from different counters
- Count all cash and deposit in banks.
- Make all transaction entries internal and external in computer.

Designation: Data Entry Operator in HR OFFICE  
Company:  
Duration:

#### Jobs & Responsibility

- Responsibility of attendance of all on duty staff.
- Making salaries.
- Issued identity card.
- Handle payroll.

#### Professional Experience

Designation: Team Member  
Company:  
Duration:

KFC is a multinational fast food company. It has too many branches in the world.

#### Job & Responsibility:

- Development & implementing procedures, control systems for maintaining hygiene and quality standards.
- Ensuring profitability of operation and supervise all aspects of kitchen management including menu planning, monitoring food production to ensure compliance with quality & hygiene standards.
- Co-ordinating with operating staff for up-keep of kitchen / service equipment in perfect working order.
- Doing Promotional activities in F & B outlets.

Designation: Store Manager  
Company:

Duration:

## Job & Responsibility

- Overall in charge of Main store
- Responsible for Receiving, issue & inventory of the store.

Designation:

Company:

Duration:

## Industrial Training / Vocational Training:

- Computer Hard ware course From SSI Ludhiana

## Educational Qualifications:

- Class 12th from PSEB Mohali.
- Class 10th from PSEB Mohali.

## Professional Qualification

- 1 Year Diploma in Computer from DOEACC.

## Computer Literacy

Basic,DOS,MS-Office,Lnaguage 'C',C++,Web Desinning,HTML,Fox Pro,Genius Office,Flash,Internet,Also have good knowledge about Computer Hardware.

## Extra Skill:-

Having good Command in Punjabi,Hindi,Arabic,& English Speaking.  
Optimistic and creative attitude.  
Having ability to work in any kind of environment.  
Having UAE driving licence no.03.

## Personal Details:

Father's Name:  
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Date of Birth: March 1979

Marital Status:

Nationality

Date:

Place:

Signature