

## Kamalpreet Bindra

### Professional Summary

Capable Office Administrator with outstanding knowledge of effective office coordination with commitment to effective collaboration. Skilled at reorganizing offices for superior functionality.

✉ tanyabindra1720@gmail.com

☎ 9501010336

📍 Dhakauli Zirakpur

### Work Experience

#### The British School - Office Administrator

Panchkula

12/2022 - Current

- Interacted with customers by phone, email, or in-person to provide information.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Maintained electronic and paper filing systems for easy retrieval of information.
- Coordinated communications, financial processing, registration, recordkeeping, and other administrative functions.
- Tracked office supplies and restocked low items to keep team members on-task and productive.
- Applied advanced administrative and analytical skills in overseeing day-to-day operational activities.

#### Imark Infotech - Search Engine Optimization - Team Lead

Chandigarh

07/2017 - 03/2021

- Coached team members in techniques necessary to complete job tasks.
- Worked different stations to provide optimal coverage and meet production goals.
- Trained new team members by relaying information on company procedures and safety requirements.
- Evaluated employee skills and knowledge regularly, training, and mentoring individuals with lagging skills.
- Designed strategic plan for component development practices to support future projects.
- Built strong relationships with clients through positive attitude and attentive response.

### Skills

- Operations Management
- Project Management
- Expense Reporting
- Word Processing
- Meeting Coordination
- Administrative Support

### Education

05/2017

#### Chitkara University

Rajpura

Master's of Computer Applications

09/2015

#### Panjab University

Chandigarh

Computer Applications Development