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SUMMARY

Dynamic Operations Executive with a proven track record at Energis Oil LLC, enhancing operational efficiency and customer satisfaction. Skilled in cryptography and excellent communication, I've successfully implemented strategies boosting revenue and market expansion. Expert in leveraging programming skills for business development, demonstrating a unique blend of technical and interpersonal prowess.

SKILLS

- Excellent communication skills
- Cash handling accuracy
- Price quote preparation
- Client retention strategies
- Product demonstrations
- Business development
- Brand promotion
- Client service
- **Cryptography:** Knowledge of encryption techniques and secure communication methods
- **Programming skills:** Proficiency in languages such as Python, C++, and JavaScript

Kabir Singh

EXPERIENCE

March 2024 - Current

Operations Executive Energis Oil LLC | Dubai, UAE

- Developed and implemented operational strategies to improve efficiency, reduce costs and increase customer satisfaction.
- Monitored emails sent to the Executive Office inbox; responded promptly to inquiries or forwarded emails appropriately.
- Implemented successful business strategies to increase revenue and target new markets.
- Collaborated with senior management team on strategic planning initiatives related to operations activities.
- Forecasted customer demand to set prices or credit terms for goods or services.
- Delegated work to staff, setting priorities and goals.
- Resolved escalated customer inquiries or complaints in a timely manner.
- Maintained updated knowledge through continuing education and advanced training.

August 2023 - March 2024

Sales Associate Max & Max | Dubai, UAE

- Conducted product demonstrations to highlight features and benefits.
- Developed lasting relationships with customers by making personal connections.
- Analysed sales data to identify trends and adjust sales strategies accordingly.
- Worked with fellow sales team members to achieve group targets.
- Maintained up-to-date knowledge of store merchandise and policies.
- Received and displayed product shipments on store retail shelves upon delivery.
- Organized stockroom shelves according to size, color or style.
- Cleaned shelves, counters and tables to maintain organized store.

EDUCATION AND TRAINING

2 Years | I.T.I Mechanical

Draughtsman Mechanical , Mumbai

Bachelor in Investment Management | BIM

Thakur College of Science & Commerce , Thakur College

Ethical Hacking & Coding | Ethical Hacker

Jelking , Mumbai

ACTIVITIES AND HONORS

- Cricket Player
- Professional cricketer

- **Operating Systems:** Expertise in various operating systems, including Windows, Linux, and macOS

ACCOMPLISHMENTS

- **Under-14 Cricket Player,** Mumbai Cricket Association (MCA)
- **Team Participation:** Represented MCA in various under-14 cricket tournaments.

Under-16 Cricket Player, Little Champ Tournament, Chandigarh

Under-19 Cricket Player, Chinchni Tournament, Played for Landmark Group

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EDUCATION AND TRAINING

Thakur College Science & Commerce,Mumbai

LANGUAGES

English: First Language

English:

B2

 Hindi:

C2

Upper Intermediate (B2) Proficient (C2)

Arabic:

A1

Beginner