

Lovepreet Singh

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Professional Summary

Friendly and enthusiastic assistant manager with **two** years of specialization in horticulture department . Able to learn new tasks quickly and proficient in growing key customer relationships. Represent establishment with friendly, professional demeanor at all times.

Skills

- Reading Comprehension
- Customer and Personal Service
- Active Listening
- Administration and Management

Experience

Assistant manager

Oct 2017 - Current

Manak Contracting Limited - Te Puke, Bay Of Plenty

- Gather and organize information on problems or procedures.
- Analyze data gathered and develop solutions or alternative methods of proceeding.
- Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.
- Review forms and reports and confer with management and users about format, distribution, and purpose, and to identify problems and improvements.
- Document findings of study and prepare recommendations for implementation of new systems, procedures, or organizational changes.
- Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
- Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy.
- Design, evaluate, recommend, and approve changes of forms and reports.
- Plan study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis.
- Recommend purchase of storage equipment and design area layout to locate equipment in space available.

Orchard supervisor

Oct 2016 - Sep 2017

Manak Contracting Limited - Te Puke, Bay Of Plenty

- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Answer telephones and give information to callers, take messages, or transfer calls to

appropriate individuals.

- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Complete forms in accordance with company procedures.
- Maintain scheduling and event calendars.
- Make copies of correspondence or other printed material.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.

Education

National diploma in business 7	Sep 2016
Linguis international institute - Auckland	
National diploma in Business level 6	Apr 2015
Linguis International institute of Auckland - Auckland	