

CURRICULUM VITAE

Sunmeet Singh

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CAREER OBJECTIVE

I want to be professionally associated with a progressive and challenging environment that demands extra analytical skills, accelerating professional growth, where I can enhance my skills and potential to the best and exploit them to create new avenues in hardware development.

Availability – I am available for immediate join my last working day in current company is 25th Nov 2025.

Company - iEnergizer

11th June 2025 to 25th Nov 2025

Assistant Executive Customer Service: -

Roles and Responsibility: -

- Assist in planning, scheduling, and coordinating day-to-day Complaint activities.
- Maintain complaint documentation including schedules, trackers, and meeting minutes.
- Coordinate with internal teams, vendors, and clients to ensure timely task completion.
- Monitor Complaint progress and update Complaint dashboards and reports.
- Support procurement, resource allocation, and logistics as per complaint needs.
- Identify Complaint risks or delays and escalate them to the Complaint Manager.
- Log complaints, service requests, and feedback in the CRM or tracking system.
- On-time completion of assigned project tasks.
- Timely follow-up on project action items.

Ogistic Global Solutions:

20th Feb-2024- 26th Dec-2024

Associate Cyber Security Support: -

Roles and Responsibility:-

- Calling active and budding clients, Inbound and Outbound process.
- Answering phones and explaining the product and services offered by the company.
- Regular following up with the customer.

- Contacting existing customers as well as prospective customers
- Maintaining the database of the customers on a regular basis.
- Obtaining customer information and other relevant data.
- Resolving queries and issues related to the products and services.
- Suggesting solutions based on customer's needs and requirements.

ACADEMIC QUALIFICATION

- 12th From Shree Guru Teg Bahadur School Batala in non-medical stream with 72% from Punjab Board
- 10th From DAV Sr. Sec School Batala with 69% from Punjab Board
- Electrical engineering from Pannu Polytechnic College Gurdaspur With 83% from Punjab Board.

PERSONAL DETAILS

- Date of Birth **22 Feb 2000**
- Father Name **Harjinder Singh**
- Mother Name **Rani Kaur**
- Siblings **2 sister**

ATTRIBUTES

- A Team player, Motivates, Determine an excellent Negotiation skill.
- Positive attitude

Date & Place

Sunmeet Singh