

Baltej Singh

7328953344 | bmavi88@yahoo.com | Greenwood, IN

Experience

Delta carriers | Indianapolis, IN

Admin Assistant and CDL driver | 03/2023 - Present

- Helping with day to day logistical planning
- Emailing and updating clients.
- Check up on drivers
- Drive a commercial truck and follow all mandatory regulations.

Wes llc | Blytheville arkansas

CDL Driver Class A | 12/2021 - 02/2023

- Inspecting truck
- Securing loads
- Taking care of maintenance
- Following all regulations for safe operations

RACEWAY | Red Bank, NJ

Retail Manager | 01/2020 - 08/2022

- Managing payroll
- placing orders with vendors
- Managing schedule for employees
- Day to day administration

Skills

Customer service, Communication skills, Time management, Bilingual, Computer literacy, Leadership

Education

Canadore college | Mississauga Ontario

Business administration | 01/2018