

# Curriculum vitae

## SATVEER KAUR P SIDHU

---

**Name** Satveer Kaur P. Sidhu  
**Email address** itssatveerkaursidhu@gmail.com  
**Phone number** +639462175503  
**Address** Binangonan Rizal, South Luzon, 1940 Binangonan  
**Date of birth** 12 November 1999  
**Place of birth** Binangonan Rizal  
**Gender** Female  
**Nationality** Filipino  
**Civil status** Single  
**LinkedIn** [linkedin.com/in/satveer-kaur-sidhu-0bb726409](https://www.linkedin.com/in/satveer-kaur-sidhu-0bb726409)



## Education

---

**Jun 2019 - May 2020** Senior High K12  
Janosa National High School, Janosa, Binangonan Rizal

**July 2020** Bachelor of Science in Information Technology  
Binangonan Catholic College, Binangonan Rizal

## Employment

---

**Mar 2021 - May 2022** **Customer Service Representative**  
**Anoc99, Pasay**

- Managed incoming customer inquiries and provided timely and accurate information to enhance customer satisfaction
- Collaborated with team members to develop solutions for complex customer problems, improving overall service quality

**Jun 2022 - Oct 2023** **Tele Marketing**  
**W. Bridges Corporation, Pasay**

- Organised and maintained call lists and schedules to optimise telemarketing campaigns
- Recorded detailed notes on customer responses and feedback to refine marketing strategies

**Nov 2023 - Aug 2024** **Customer Relationship Management**

**6789 Building, Makati**

- Developed and maintained comprehensive customer profiles to personalise service and enhance customer engagement
- Coordinated with cross-functional teams to streamline communication and improve overall customer experience

Dec 2024 - May 2025

**Visa Consultant****Solitaire Visa Consultancy, Mohali, Punjab, India**

- Advised clients on visa application requirements and provided step-by-step guidance to ensure compliance with immigration regulations
- Maintained up-to-date knowledge of visa policies and immigration laws to deliver accurate and current advice

Jul 2025 - Dec 2025

**Human Resources Recruiter****Citrus Manpower Technical Services, Dubai**

- Sourced and screened potential candidates to meet specific job requirements, ensuring a high-quality talent pool.
- Maintained and updated the recruitment database with candidate information and hiring progress.

## Skills

---

- Customer service
- Telemarketing
- Time management
- Communication skills
- Microsoft Office
- Basic bookkeeping
- Email management
- Calendar scheduling
- Typing proficiency

## Languages

---

English	C1
Punjabi	C2
Tagalog	C1
Hindi	C2

## Certificates

---

May 2026

English Language Proficiency

May 2026

Basic Virtual Assistant Training

May 2026

Bookkeeping Training using Quickbooks

*Satveer Kaur P. Sidhu*