

# HARMANJIT SINGH

---

1006 Saint Gregory Drive, Mansfield, Texas 76063 • 6825544904 • harman76063@gmail.com

## Professional Summary

I strive to build atmosphere of collaboration and performance excellence to provide every customer with exceptional experiences and promote brand loyalty. Effectively oversee and align processes with dynamic conditions while increasing efficiency and maximizing profits. Motivational leader skilled at building relationships with customers, employees and senior management.

## Skills

- Javascript
- React
- Microsoft office Advanced
- Selenium Automation
- AP
- Competitive
- Credit
- Customer service
- Customer care
- HTML 5
- English
- Hindi
- C# / C++
- Powerpoint
- Punjabi
- Sales
- Spanish
- Budgeting
- General accounting
- CSS 3

## Work History

**Invoicing Associate**, 05/2018 to Current

**Eagle Edge Transportation** – Mansfield, TX

- Improved accounts payable processes and achieved 12% reduction in late fees.
- Entered invoices requiring payment and disbursed amounts via check, electronic transfer or bank draft.
- Overall helped the business bill customers on time and keep track of accounts payable.

**Data Communication Assistant**, 07/2021 to 01/2022

**7 Eleven** - Dallas, Texas

- Assisting store operations by troubleshooting POS systems or transaction errors that could be related to the network being incorrectly configured.
- Re-wired and setup IP camera systems for store owners to increase the store's security and the safety of the staff.

**Technology Operations Associate, 02/2022 to Current**

**Wells Fargo - Irving, Texas**

- Answered incoming calls regarding software/hardware issues that branch employees would have.
- Implemented great listening skills to comprehend the situation and guide the user to a proper resolution.
- Completed order forms and assured that the financial advisors and firms have their technology support needs met effectively.

## **Education**

**High School Diploma: May 2019**

**Mansfield High School - Mansfield, Texas**

**Bachelor's: Computer Engineering, 2024**

**The University of Texas At Arlington - Arlington, TX**

## **Accomplishments**

- Increased company net annual profits by %15 from the previous fiscal year.
- During a shortage of support staff stepped up, resolved, and escalated 48 calls in one day
- Implemented a tried and tested method of collecting from debtors and helped the company see growth.