



# BALDEEP SINGH

*Retail Business Owner*

+1(672)755-0346

JALANDHAR, INDIA

AURUMCLARA@PROTON.ME

## EDUCATION

**ST. CLAIR COLLEGE, CANADA**

BUSINESS

2019-2020

**MGN PUBLIC SCHOOL, INDIA**

HIGH SCHOOL

2016-2018

## SKILLS

- Retail & Business Management
- Operations & Administrative Coordination
- Client Retention Strategies
- Financial Record-Keeping
- Cross-Cultural Communication

## REFERENCES

**ANMOL GROVER**

BMW GROUP

+1(778)957-1071

**NAVEED IQBAL**

LLH HOSPITAL

+971 54 517 1623

## ABOUT ME

Proactive, detail-oriented, and adaptable professional, combining leadership with hands-on management as an Owner of Aurumclara Clothing in India. Skilled in retail operations, sales, inventory, and vendor relations, with a disciplined focus on driving growth through customer satisfaction and effective merchandising. Backed by international experience in healthcare, automotive, and security sectors.

## WORK EXPERIENCE

**AURUMCLARA CLOTHING, INDIA**  
*Owner & Manager*

FEBRUARY 2024-  
PRESENT

Established and manage a retail clothing shop, overseeing all daily operations to ensure smooth business functioning. Lead sales, customer service, merchandising, and promotional strategies to drive consistent revenue growth while building strong customer relationships. Manage inventory, vendor negotiations, and financial operations, maintaining accuracy across billing, payments, and supplier coordination.

**BMW AUTOMOBILE, RICHMOND CANADA**  
*Administrative Support Specialist*

OCTOBER 2024-  
APRIL 2025

Assisted customers and managed front desk operations, ensuring professional service and smooth workflow. Coordinated scheduling, service appointments, and client communication while supporting daily administrative tasks. Maintained efficiency and customer satisfaction by handling inquiries, organizing meetings, and streamlining operational processes.

**LIFE LINE HOSPITAL, ABU DHABI UAE**  
*Customer Associate*

JANUARY 2024-  
JULY 2024

Registered patients and scheduled appointments while providing front-desk support to ensure seamless service delivery. Assisted with inquiries, resolved concerns, and maintained high levels of patient satisfaction through attentive communication. Utilized SAP systems to streamline workflows and supported smooth coordination of patient flow within the hospital.