

Navdeep kaur

20 Petunias Rd, Brampton, ON L6V 3G8
(437) 983-7027 • 27navdeep2000@gmail.com

Potential job seeker

Hardworking and passionate job seeker with strong organizational skills eager to secure Job who is successful at managing multiple priorities with positive attitude. Qualified with excellent time management and problem-solving skills . Reliable at promoting customer loyalty, satisfaction and purchases with consultative techniques and diligent attention to individual needs. Knowledgeable, Dedicated and dependable relationship-builder with excellent organizational strengths and superior work ethic.

Education

Graduation in bachelor of computer application

May 2018-may 2021

Kamla nehru college for women, phagwara, punjab.

- Learned Basic knowledge about different concepts of computer languages, software, application & web development.

Software engineering technician

May 2023- present

Centennial college (progress campus)

- Learning advance features of software system design, web development, database concepts and many more

Skills

- Good command on English language
- Efficient sales techniques
- Organisation and Management
- Time management
- Multitasking Abilities
- Excellent communication skills
- Teamwork
- Computer skills

Computer skills

- 3- year graduation in computer application
- Able to record data and use different computer software and application
- I.T student

Work experience

- Handling cash transactions and record to keep track of financial transactions.Maintenance of register for staff attendance,fees receipt and so on in computer for future reference in an adequate manner.Organizing the office work in an well-organized and disciplined manner for smooth running of the organization.Handling records in computer for proper management of the data and information.