

## SINDHU BINIL

957 Old Colony Road, Kingston, Ontario K7P 1H5

Tel: +1-647-563-9360, Email: [sbtker@gmail.com](mailto:sbtker@gmail.com)

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### PROFILE

Seeking an entry level opportunity with an esteemed organization where I can utilize my skills and enhance learning in the field of work. Capable of mastering new technologies.

### SKILLS

Interpersonal Skills

Listening

Adaptable

Team Player

Communication

Customer Service

Responsibility

Hardworking

Relationship Building

Self-Motivated

Time Management

Quick Learner

### WORK HISTORY

Studying at **Centennial College, Scarborough**

09/2020 to Present

**Dhiya Al Badir Trading, Oman**

07/2018 to 10/2019

Supervisor

- Supervise the staff in the shop.
- Develop and maintain relationship with existing customers.
- Responding to incoming emails and phone inquiries.
- Reviewing sales performance, aiming to meet & exceed targets.

**Focuz Computers, India**

10/2005 to 10/2006

Sales & Service Executive

- Understand customer requirements and present appropriately to make a sale.
- Develop and maintain relationship with customers
- Responding to incoming emails and phone inquiries.
- Negotiating the terms of an agreement and close sales.
- Reviewing sales performance, aiming to meet & exceed targets.

**Salafia English Medium School**

09/2004 to 05/2005

Kindergarten teacher

Provided constructive feedback and guidance to kindergarten students.

Co-ordinated many learning-based activities and games

Established effective relationships with children and parents.

### EDUCATION CREDENTIALS

BSc IT from Sikkim Manipal University, India – 2019

Technical Skills: Office 365