

## Arshdeep Singh

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### Personal statement:

Responsible and Hardworking professional with experience working in various fields in New Zealand, A well-mannered, articulate and determined customer care advisor who has invaluable experience of providing efficient service to customers. I am seeking to grow my skills and knowledge by working efficiently and bringing the best out of the organization.

### Experience:

- Dec 2022- Present – Dietary Aide at Banwell Gardens
- **May 2021- March 2022** – Front House Staff at Front House Staff
  - Gained knowledge about preparing and serving Indian food.
- **April 2020 - April 2021-** Commis Chef at Speights Ale House
  - Prepared cabinet food and fulfilled customer orders.
- Sept 2019- Jan 2020 – Network Technician at Chorus
- **September 2018- January 2019-** Sales Associate at Mohammad Halal Meats.
- **March 2018 – July 2019-** Level 3 crew member at Burger King (Auckland, New Zealand)
  - Maintained high standards of customer service in high-volume, fast-paced operations.
  - Have experience in every station, have knowledge about servicing the ice cream Machine.
- **May 2016- September 2016-**Sales Representative at Kiwi Comfort (Auckland, New Zealand)
  - Completed customer contracts and warranties as part of administrative aspects of sales.
  - Made sale phone calls and reporting the leads to the technician.
  - troubleshooting customers' problems.

## **Qualities, Skills and Abilities:**

- **Communication:**

- Confident verbal communication skills and excellent spelling and grammar.

- Having a clear voice and excellent telephone manner.

- **Teamwork:**

- Worked effectively as part of the campus management team and had to be adaptable to meet the needs of team.

- **Computing:**

- Good knowledge of MS Word, Excel, and PowerPoint.

- HTML, CSS, basics python, C#

## **Education:**

- **Studying Diploma in Web development and Internet applications**

- Saint Clair College, Windsor, Ontario (Present)

- **Gained Diploma in information and technology**

- Unitec institution of technology, Auckland, New Zealand (2017-2018)

## **Availability:**

Full time.