

AMRIT

SAPKOTA

Brampton, ON
Sapkotaamrit01@gmail.com
6475408577

Focused on providing professional service and support to every office visitor. Diligent about scheduling appointments, managing packages and routing mail to recipients. Positive nature with excellent people skills.

WORK EXPERIENCE

Marketing / Advertising / Customer Service

Khoja nepal
July 2019 to November 2019

- Visit Business entities/Vendors for listing of business in our platform through mobile App/web
- Identify client requirement and make them aware of the nature of services offered
- Stay up to date with latest technology and best practices
- Act pro-active in providing services to the customers

Front Desk Officer

October 2018 to June 2019

- Operates telecommunication system by following organizational policies and instruction.
- Serves visitors by greeting, welcoming and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Inform visitors by answering and or referring queries

Current education status
Centennial College, 941 Progress Avenue
Software Engineering Technology, Information Technology |Expected in April 2022

EDUCATION

Post secondary diploma in Software engineering technology

Centennial college - Scarborough, ON
January 2020 to Present

SKILLS

DATA ENTRY•
HTML•
CSS•
OPERATIONS•
Microsoft Office•
Customer Service•
Waiter•
Food Server•

ADDITIONAL INFORMATION

Skills

- Data entry -Record keeping and bookkeeping
- Efficient and accurate - Counseling
- Email communications -Ability to prioritize
- Office equipment operations -Organization and efficiency
- web designing (html and CSS basic)