**Harmanjot Singh**

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**Objective:**

Obtain a challenging position utilizing my organizational, communication, and ethical skills to create an effective team environment while proving my leadership skills to best fit your working needs.

**Qualifications:**

* + - * + Strong experience in providing exceptional customer service.
        + Experienced in a retail environment.
        + Organized and detail oriented.
        + Strong skills in time management, prioritizing tasks, and meeting deadlines.
        + Quickly grasp complex situations and turn them into manageable tasks using problem solving skills.
        + An excellent team player and adaptable to quick changes.
        + Consistently maintain a positive attitude while helping people in a professional manner.
        + Produce high quality work under extreme time pressure and deadlines.

**Professional Experience:**

**CVS/Pharmacy** *Shift Supervisor* March 2014 - Present

* + - * + Effectively work with store manager and communicate information with management.
        + Effectively perform all opening/closing functions of the store.
        + Handle all cash functions including the safe and registers.
        + Handle any merchandise presentations; including displays and signing.
        + Greet and assist all customers to provide exceptional customer service and resolve any customer related issues that may arise.
        + Train and develop employees to help maintain an engaged team.
        + Help with loss prevention techniques.
        + Delegate tasks to employees and follow up to ensure completion.

**Walgreens**  *Customer Service Associate* August 2012 - March 2014

* + - * + Maintained a positive and professional attitude to provide exceptional customer service.
        + Maintained knowledge and used communication tools to help with selection of merchandise.
        + Assisted customers with checkout process while following best practices for cashiering.

**Education:**

**Bernard M. Baruch College (CUNY)**, Zicklin School of Business, New York, New York

Bachelors of Business Administration September 2012

*GPA:* 3.41 *Major:* Marketing Management *Minor:* Mathematics

**Computer Skills:**

Microsoft Office, Powerpoint, Excel.