

Baljinder Singh

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Objective

Dedicated professional with a passion for customer service and a strong commitment to excellence. Seeking a challenging role in the service sector where I can leverage my exceptional interpersonal skills, organizational abilities, and a proven track record of exceeding customer expectations to contribute to the success of a dynamic team.

Summary of Qualifications

- Excellent communication and interpersonal skills, fostering positive customer relationships.
- Strong organizational abilities, adept at multitasking and prioritizing tasks in fast-paced environments.
- Attention to detail and a commitment to maintaining a clean and organized workspace.
- Proficient in handling cash transactions and experienced with point-of-sale (POS) systems.
- Collaborative team player with a positive attitude and a strong commitment to teamwork.

Education

Diploma in Software Engineering Technician

Centennial College of Applied Arts and Technology, Toronto, ON

[2023-2024]

Skills

Customer Service

- Proven track record of delivering top-tier customer service.
- Skilled at welcoming and assisting guests to enhance their experience.
- Ability to accommodate special requests and ensure a seamless customer experience.

- Effective communication with customers to address inquiries and resolve concerns.

Sales and Retail

- Proficient in matching products to individual needs and preferences.
- Extensive knowledge of store merchandise, including features, benefits, pricing, and availability.
- Experience with POS systems to process transactions, returns, and exchanges.
- Consistently surpassing sales targets, earning recognition and rewards.

Event Coordination

- Organizing and executing successful corporate events.
- Collaborating with clients to understand event objectives and requirements.
- Managing event logistics, including venue selection, catering, audio-visual setup, and entertainment.
- Coordinating with vendors, suppliers, and staff for seamless event execution.

Work Experience

Event Coordinator

Event Management, Toronto, ON

- Successfully organized and executed corporate events, ensuring a positive guest experience.
- Collaborated with clients to tailor services to their specific event needs.
- Managed event logistics, including venue selection, catering, and entertainment.
- Coordinated with vendors and staff for seamless event execution.

Sales Associate

Glory Retail, Toronto, ON

- Provided personalized customer assistance, matching products to individual needs.
- Demonstrated comprehensive product knowledge to elevate the shopping experience.
- Operated POS systems to process transactions, returns, and exchanges.

- Consistently exceeded sales targets and received recognition for performance.