

# ARSHJOT SINGH

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## PROFILE SUMMARY

A diligent and hardworking student, looking for a part time job. I am always prepared to learn new things and gain new experiences. I am passionate to work in an environment where I get to develop my skills and improve myself. I do my best to help people and usually try to keep communications open to achieve mutual understandings. I am open to opinions and encourage constructive criticisms.

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## WORK EXPERIENCE

### WAREHOUSE ASSOCIATE

February 2022 – PRESENT

Leons Furniture, Scarborough

- Helping with shipping by loading trailers
- Helping in arrivals by unloading trailers
- Scanning, picking and placing case goods
- Cleaning the warehouse and disposing trash
- Heavy Lifting
- Wrapping items and preparing them for customer pickup or delivery
- Organizing inventory items and assisting customers with customer pickup

### TEAM MEMBER / CASHIER

January 2022 – February 2022

BarBurrito, Stouffville

- Taking in-store/online orders and preparing food for customers
  - Stocking and replenishing cold and hot tables
  - Maintaining high customer standards and working in a fast-paced environment
  - Using POS for payments
  - Dishwashing and sanitization of the store
  - Cleaning the store equipment, kitchen, bathroom and FOH
  - Preparing food for the inventory and carrying out tasks like chopping and organizing the stock
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## VOLUNTEERING EXPERIENCE

### Collision Conference

20 June 2022 – 23 June 2022

Web Summit, Toronto

- Registered attendees, speakers, partners and media for the conference.
- Aided the media team to set up their equipment for the event.
- Kept track of the food inventory and made sure that food was served to everyone at the event.
- Helped the speakers team which involved working closely with the speakers at the event and attending to their needs.

### Cybersecurity Awareness

29 October 2021

CyberPeace Foundation and UN Volunteers India,  
India

- Discussed various cyber threats in recent times.
- Drafted solutions to solve cyber security issues and implemented some best practices to protect ourselves from these threats.

### Waste Segregation

5 June 2021

Pune Ploggers India

- Came up with techniques for proper waste disposal and recycling.
- Discussed about various threats and hazards to the environment.

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## EDUCATION

### Computer Programming

2022 – PRESENT

Seneca College, Toronto

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## SKILLS

- Experience with Microsoft Office, Google Suite and Apple iWork
- Customer service
- Strong written and verbal communication skills in English; Scored 8 bands in the IELTS Examination
- Good with Time Management, Prioritization and Strategic Planning
- Multitasking and Problem Solving in high paced environments
- Quick Learner with Critical Thinking skills
- Punctual, Adaptive and ability to perform well under pressure
- Strong customer handling and communication skills
- Ability to work under pressure
- Positive team player

## EXTRA-CURRICULARS

- Elected as “School Prefect” during high school and was later promoted to “School Captain”.
- Secured the “Academic excellence” award twice in high school.
- Selected for my school choir along with the band leading to my participation in various competitions.
- Participated in the WMEA (Western music education association) competition.
- Played an essential role in my high school soccer club and competed in several tournaments.
- Participated as a delegate in the MUN (Model United Nations).
- Got involved in various Inter School Competitions such as quizzes, book reviews, debates, and writing.

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## AVAILABILITY

- **Monday:** ANY TIME
- **Tuesday:** 3:30 PM to ANY TIME
- **Wednesday:** 4:00 PM to ANY TIME
- **Thursday:** 7:00 AM to 1:15 PM
- **Friday:** ANY TIME
- **Saturday:** ANY TIME
- **Sunday:** ANY TIME