

HARMAN SINGH HIRA

CAREGIVER



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PROFILE

Kia Ora! My name is Harman Singh Hira. I have done diploma of business in leadership & management. I am an extremely polite, energetic person who has an open mind to learn new skills. I am willing to go the extra mile for my customer. Throughout my career in both Customer service and Caregiver, I have developed excellent communication skills to tackle any task at hand in both a professional and timely manner. I constantly challenge myself in both a professional and personal environment to develop more skills.

EXPERIENCE

STORE MANAGER

Dec. 19 – Present

DOMINO'S PIZZA

Not just making delicious pizzas and food, my job is to hire & fire staff, check inventory, make roaster, order food and store overall.

INVENTORY CONTROL (Temp. Role)

June 19 – Oct. 19

FOODSTUFF DISTRIBUTION CENTRE

My job is to look after inventory office and perform various tasks such as doing Mark outs, Cycle Counts, Audits, Invoices, product adjustments and so on.

SALES ASSOCIATE

Nov. 2017 – Apr. 19

MOBIL SERVICE STATION

Providing excellent quality of service to the customers, operating advanced POS, cash handling, preventing shop lifting, analysing stock and recording sales data.

ETHNIC WARDEN (Volunteer Job)

Oct. 2017 – Dec. 17

NEW ZEALAND POLICE

Working as a volunteer, my job was to help community, look for suspicious activities, stop crime & violence and maintain peace in the society.

TEAM MEMBER

Sept. 2016 – Nov. 17

KMART DISTRIBUTION CENTRE

Responsible for processing and allocating merchandise that was to be dispatched across North Island retail stores, whilst meeting tight time frames.

CAREGIVER (Part-time role)

Mar. 2014 – Jan. 2016

AKAL OLD AGE HOME

Taking care of elderly people by washing, dressing & feeding them. Help them with their household chores like laundry, cleaning & shopping etc.

"I am willing to go that one extra degree to perform at the very best of my abilities in any situation to accomplish very high standards and take great pleasure in successfully completing difficult task"

PRO SKILLS

Throughout my short career, I have been able to acquire many skills via my employment in several different industries. Outlined below are the areas in which I have had the most experience:

- Communication Skill
- Organisational Skills
- Time Management
- Respectful
- Patient
- Reliable
- Empathetic
- Observant
- Caring
- Adaptability
- Detail-oriented
- Quick Learning
- Multi-tasking
- Problem Solving

EDUCATION

NZ DIPLOMA IN BUSINESS (LEADERSHIP & MANAGEMENT), LEVEL 6

New Zealand Management Academies, Auckland, NZ

NATIONAL DIPLOMA IN BUSINESS, LEVEL 5

New Zealand National College, Auckland, NZ

SHORT DIPLOMA IN FOOD PRODUCTION

Dr. Ambedkar Institute of Hotel Management, Chandigarh, IN

CERTIFICATES

LICENSE CONTROLLER QUALIFICATION (LCQ)

FORK-LIFT LICENSE

INTERESTS

- ✓ Taking care of people
- ✓ Learning & Reading
- ✓ Enhancing Social Skills
- ✓ Sometimes Cooking

REFERENCES

Available on request