

# Princejot Singh

## Address:

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## Availability

- Full Time

## Work Experience

09/2023 – PRESENT    CALGARY, CANADA

### Post Office Clerk Canada Post

During my tenure as a Post Office Clerk at Canada Post, I honed my skills in providing exceptional customer service, ensuring that every customer's postal needs were met with efficiency and courtesy. My responsibilities included sorting, processing, and distributing mail and parcels accurately, with a strong focus on attention to detail to prevent errors in deliveries. I also managed inventory levels and maintained postal supplies, ensuring the post office operated smoothly. With a commitment to safety and security, I diligently followed protocols to safeguard postal items and prevent any breaches. Utilizing computer systems, I tracked packages and managed customer information effectively. Collaboration with my colleagues was essential to achieve department goals, and I consistently demonstrated the ability to resolve customer issues promptly, whether it involved missing packages, incorrect addresses, or damaged items.

## Skills

### – CLEANING

Attention to detail  
Organization  
Teamwork

Native  
Professional  
Native

### – COMPUTER

MS Office  
Typing  
Javascript,Python  
HTML,CSS  
Basic Skills



### – CUSTOMER SERVICE

Patience  
Active listening  
Problem Solving



## Strengths

Organized

Reliable

Technical skills

Team player

Safety-focused

Detail-oriented

Efficient

## Hobbies



Capturing moments



Feeling the music



Badminton

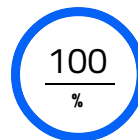


Coding

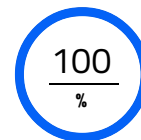


Running

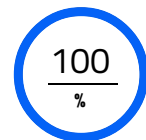
## Languages



English



Punjabi



Hindi

## Education

05/2023 – PRESENT    CALGARY, CANADA

### Software Development | Diploma Southern Alberta Institute of Technology

- Successfully completed a rigorous software development curriculum, obtaining a solid foundation in programming languages including Java, Python, and C++.
- Achieved consistently outstanding grades in advanced coursework, showcasing exceptional aptitude in the field.
- Utilized exceptional problem-solving abilities to identify and effectively resolve intricate technical issues.
- Actively participated in collaborative projects, showcasing strong teamwork and communication skills.