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| **Kuldeep Singh** | 137 Janray Drive, Scarborough  ON M1G1Y8  4379937424 deepsimk364@gmail.com |

**SKILLS**

* Experience in the customer service – handling calls, clarifying information, and providing solutions.
* Good customer service skills with knowledge of customer representative experience.
* Skilled computer user- Email Communication, MS-Office and report writing.

team player, multi-tasker, inquisitive, time management and first aid training.

**WORK EXPERIENCE**

**Security guard - (Sonalika International Tractors Pvt.Ltd., Hoshiarpur, India**)

April 2020 to January 2021

Monitored and authorized entrance and departure of employees, visitors, and other persons.

* Secured personnel and premises by inspecting buildings, patrolling property, and monitoring surveillance cameras.
* Prepare and submit daily reports, incident reports to the management.
* Checked emergency exits, staff radios, security lightning and alarms to ensure they are working properly.
* Keep records of all conversations organized.
* Engage in meaningful conversations to quickly resolve issues and use well-honed interpersonal skills to recognize and accurately assess client needs.
* Train and schedule programs and functions to security personnel.
* Patrolled assigned areas on foot to ensure personal, building, and equipment secured.
* ID cards checking of all personnel entering the building.

**Kuldeep Singh 4379937424** deepsimk364@gmail.com

**\*EDUCATION**

High School (Science and IT) – 2020

Kirpal Sagar Academy, SBS Nagar, Punjab , India

Currently Studying – Computer Programming and Analysis

Seneca College, 1750 Finch Avenue E, North York,

On M2J 2X5

**COMMUNITY AND EXTRA-CURRICULAR INVOLVEMENT**

**Carnival Week** (Volunteer) January 2020

Kirpal Sagar Academy, Punjab, India

* Collaborated with engagement coordinators and fellow volunteers.
* Responsibly led individuals to areas of interest, provided information and answered questions about game rules and carnival policies.
* In charge of a gaming booth: started/controlled gaming equipment and announced the winner.

>Head Boy(President) – Student Supreme Council 2019-20

> National Cadet Cops(NCC)- Camp December 2019

Jalandhar Cant.

>Completed drill and patrolling training with Indian Army soldiers.

>Successfully attained skills to be calm and cautious while performing duty

**CERTIFICATIONS AND LICENSES**

Security Guard License November 2021

CPR FIRST AID October 2021