**Manpreet Singh**

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**Objective**

To obtain a part time job with the qualifications received from my previous work experiences. Availability will be at all the times, excellent supervising skills and obtained license of Forklift along with expertise in general Labour sector seeking gainful employment.

**Core skills**

* Punctual and excellent supervising and organizational skills.
* Keep records of each count of the production slots.
* Ability to work under fast paced environment and responsible for quality assurance.
* Proficient machine knowledge and multitasking.

**Work Experience**

Bookkeeper (Family business)

*Minhas Traders, Punjab India* March 2018- July 2019

* As a member for family business, conducted multiple duties along with bookkeeping like, loading, unloading, receiving phone calls, administration, legal paperwork and so on.
* Excellent expertise in cash and online transaction as per business requirements.
* Efficient in time management as to work in an environment where teamwork in necessary.
* Keep records of cash in & cash out, inventory collection, maintaining shelves and vehicle maintenance.

Parttime Worker

*DELLFRUITY Montreal, QC*  July 2019 to October 2019

* Maintain cleanliness at workplace for the quality assurance within the premises.
* Ability to attend multiple duties like, palletization, Depalletization, production, packing, loading & unloading etc.
* Managed to obtain forklift license from Lift low Formation to do some extra duties around the workplace.

Parttime Supervisor

*Tornado Plastics Inc.*  November 2019 to June 2021

* Implemented regular safety by regularly checking machine performance (speed, temperature, rate) throughout the production cycle.
* Monitored machines carefully for quality assurance and managed time to check pressure.
* Load and unload heavy materials on machine to start production ensuring safety efficiency.
* Conduct multiple tests on machines prior to start production for quality and safety check for the workplace.
* Performed effectively with the assistant colleagues while monitoring somebody on training, answer their questions on timely manner while working as a team.

**Education**

**High School**

SBBS INT. SCH. VIL. KHIALA, PUNJAB, INDIAN April 2016 to May 2018

**Web Designing**

CDI College, Montreal, QC October 2019- current

**References**

Upon request