

MANPREET SINGH

BCIS STUDENT AT
UNIVERSITY OF THE FRASER VALLEY

PROFILE

I am a dedicated and adaptable professional with experience in customer interaction and customizing solutions to meet client needs. I have actively volunteered in community cleaning drives, demonstrating my commitment to creating a positive environment. Seeking part-time or full time opportunities, I am ready to leverage my customer service skills, dynamic experience and adaptability to contribute effectively to a team.

CONTACT

 +91 62846 20126
 mani194580@gmail.com
 2902 Babich Street, Abbotsford
 www.linkedin.com/in/ManpreetSingh18-ufv
 <https://manpreet-singh-portfolio.netlify.app/>

SKILLS

Management Skills
Communication Skills
Technology Adept
Customer Service
Adapts quickly to changing conditions

VOLUNTEER

I have volunteered in the following -:

- Swachh survekshan (January, 2023)
- Qbiz (November, 2022)
- Cleanness drive (Nirankari organization, February 2024)
- Blood Donation (June, 2023)

AVAILABILITY

Available through the week
Except on Friday and Tuesday Afternoon

EXPERIENCE

Digital Series *April 2023 - June 2023*
Search Engine Optimization -: Worked on enhancing SEO by creating backlinks and generating link juice to improve search ranking
Reports and management -: Maintained and updated websites per client requirements. Reported weekly to clients to ensure peak satisfaction.

Paragon PMO *May 2023 - September 2023*
Business Analyst -: Documenting and analyzing customer problems to identify the area for improvement
Client Satisfaction -: Adhered to client requests and effectively communicating their needs to the software development team.

EDUCATION

UNIVERSITY OF THE FRASER VALLEY

BCIS (2022-26) 3rd Year

GOVERNMENT MODEL SENIOR SECONDARY
SCHOOL, CHANDIGARH, SECTOR 19

Grade 12th (Non-Medical) (2022) CBSE Board

LANGUAGES

English	Punjabi
Hindi	French (beginner)

