

---

30 Gildea Street, L8V 2G7  
Hamilton, Ontario L9C 3S5  
905 920 XXXX  
mspreet63@gmail.com

---

## Objective

Looking for job in Executive Assistant where I can develop my skills in preparing document, information and communicating with clients and co-workers would allow to contribute as an effective member of the office. Flexible and hardworking with strong drive to success.

## Personal Profile

Studying computer programming course in Seneca College. Profoundly sorted out, radiant scrupulousness and reliably ready to convey quality work Proficient and cautious with an extraordinary hard-working attitude, and the capacity to succeed and flourish in a quick paced condition. Accessible for work quickly.

## Skills & Abilities

- Excellent skill of operating MS Office
- Ability to work in team and independently
- Comfortable Working in fast-paced environment and stressful
- Skilled and familiar with telephone requests
- Experienced in handling money, charge, and credit
- Great keyboarding abilities (52wpm)
- Familiar with English, Hindi, and Punjabi
- Report creating and examination abilities
- Experienced in keeping confidential records
- Brilliant composed and verbal relational abilities
- Sure and proficient talking aptitudes
- Taking care of customers by taking care of their issues
- Have great introduction skills
- Experienced in overseeing reports, taking meeting minutes, dealing with electronic information and paper recording

## Education:

- Currently enrolling in Computer Programming Diploma in Seneca college.
- Done High School In 2021 from DIPS, Punjab, India

### **Experience:**

PIZZA PIZZA | Start September 2021 - October 2021

- Handles the online mobile orders.
- Helps at front, deal with customers.

TACOBELL | Start October 2021- Current

- Work as a Team member.
- Provide customer service by greeting and assisting customers and responding to customer inquiries and complaints.

### **Volunteering work:**

- Motivated and Optimist
- Responsible and creative
- Delegating and relationship builder