

Manpreet Kaur

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Objective

Dedicated team-player with proven leadership and communication skills. Seeking an opportunity to leverage my talents as a server at your company. I have the follow-through and positive attitude that will allow me to achieve company targets.

Education

SOFTWARE DEVELOPER | PURSUING | MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY(MITT), WINNIPEG

- Major: Can use HTML, CSS, JavaScript, c# etc.
- Minor: Developing web-pages
- Related coursework: Technical writing skills

GRADE 12 | MARCH 2017 | JATINDERA GREENFIELD SCHOOL, INDIA

- Major: Studied Math, physics, chemistry
- Minor: Proficient in Punjabi, Hindi and English
- Related coursework: Passed Cambridge English test with excellence

Skills & Abilities

MANAGEMENT

- Managed group of people in the class.
- Directed class towards a target.
- Helped teachers in projects.

SALES

- Sold products at festival fairs.
- Participated in selling buttons and other things.
- Promoted social groups.

COMMUNICATION

- Excellent written and verbal skills.
- Confident, articulate and professional speaking abilities.
- Empathic speaker and persuasive speaker.

LEADERSHIP

- Vice-captain of a group of people in school.
- Monitored whole class.
- Lead group in group activities.

TRANSFERABLE SKILLS

- Computer and internet skills.
- Proficient in Microsoft office.
- Organizational skills.

Experience

DELI CLERK | SAFEWAY | DEC 2017-TILL DATE

- Operated cash register.
- Controlled freshness by rotating and coding all products and remove out of date merchandise.
- Promoted latest items and weekly specials.
- Answered phones and took orders for requested items.
- Greeted all visitors and customers in a professional manner.
- Made sandwiches, dishing up hot foods, slicing meats and cheeses, and putting together food trays for special orders.
- Preparing, packaging, weighing and pricing prepackaged items for display cases.

CASHIER/SALES ASSOCIATE | VISHAL MEGA MART | JUNE 2016-JULY 2017

- Handle cash, credit or check transactions with customers.
- Make sales referrals, cross sell products and introduce new ones.
- Resolve customer complaints, guide them and provide relevant information.
- Greet customers when entering and leaving establishments.
- Keep records of transactions.

Awards and achievements

- Excellence award in grade 12, October 2017
- Full attendance award, March 2016
- High school senior consistently named to honour roll, October 2017

Languages

- English.
- Hindi.
- Punjabi.