

# NAVJOT SINGH

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Address: 70 Mornelle Court, M1E4S8, Scarborough, Ontario

## SKILLS SUMMARY

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- *Communication Skills (Multilingual)* - Fluent in English, Hindi, and Punjabi languages
- *Teamwork* - Excellent team player with a focus on collaboration, team-building, and customer relations
- Web designing and development skills- Knowledge of HTML, CSS, JavaScript, and node.js.
- Good understanding of python, c#, PHP, and MySQL.
- *Money Math Skills* - Responsible for handling cash at Point of Sales (POS) and Telephone orders
- *Additional skills:* Punctuality, Adaptability, Positive Attitude, ability to carry heavy weight items
- Prioritization, Multitasking, and problem-solving abilities in a fast-paced environment
- Experienced with Microsoft Office (Word, Excel, PowerPoint) on Windows or Mac OS

## EDUCATION

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- Currently studying in Centennial College, Progress Campus in software engineering technician diploma.
- Completed my schooling from Government Senior Secondary School, Jalalabad, Punjab.

## EXPERIENCE

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### Web designing(In subjects)

September 2021 – May

2022

Centennial College

- Completed multiple website projects using HTML, CSS, JavaScript, and node.js.
- Resolved customer issues and answered questions.
- Managed websites on user demand.

### Volunteer (Food Pantry: Sikh Temple)

On weekends

Gurudwara Gursikh Sabha, Scarborough, Canada

- Responsible for food sorting, categorizing perishable and non-perishable food donations.
- Helped in Vegetable prep, cleaning, dishwashing, and food distribution.
- Provided Admin Support by doing Data entry, mail preparation, and event management.

### Concierge/ Security Guard (Part- time)

December 2021- January 2022

- Authorizes access to the facility gates and maintains visitor/vendor data.
- For patrols and security inspections, supervise a team of 10-day shift security guards.
- Respond to security alarms and analyze the severity of prospective and actual disruptions.
- When necessary, make contact with law enforcement and other emergency management professionals.

