

Palak singla

Contact

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Education

Seneca College

Currently working towards
obtaining diploma in computer
programming

Experience

- Worked as a **receptionist**
at touch stone, INDIA
- Currently working at Tim
hortons (Steeles avenue west)

Objective

To obtain a full-time summer employment position that will enable me to use my strong volunteer experience, educational background, and interpersonal skills.

Highlights of Qualification

- *Customer Services oriented individual that offers strong communication and interpersonal skills with the ability to build rapport effectively*
- *Excellent organisation and time managements skills with the ability to accomplish multiple tasks within established time frames*
- *Reliable and hardworking individual who completes assigned task on time with accuracy Proven ability to work independently or as a part of a team to achieve company goals*

• Key skills

- Leadership: Team Management, Resource Planning, Budgeting
- Math: Data Entry, Data Analytics, Statistics
- Professionalism: Active Listening, Office Etiquette, Professional Communication, Time Management
- Languages: English,Hindi,Punjabi,French (Basics)

• Availability

- Able to do morning, evening and afternoon shifts