

Pamualdeep kaur Mander



151 Herdwick street, Brampton



[kanwalmander0@gmail.com](mailto:kanwalmander0@gmail.com)



+1(437)231-3035

## EDUCATION

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Diploma in Data Entry and Word Processing, Sant Longowal Institute of Engineering and Technology.

*(01/2018 – 07/2021)*

Bachelor's Degree in Computer Programming and analysis, Seneca College of Applied Arts and Technology

*(01/2022 – present)*

## WORK EXPERIENCE:

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### Data Entry Specialist

*Appen | Chandigarh, India (2 months 2021)*

- Compiled and sorted documents before it is entered.
- Enter data by alphabetic and numeric information according to the required format.
- Compared and verified source documents by reviewing, correcting, deleting, or re-entering information to detect duplication.
- Store completed data entries in the appropriate location.
- Maintaining and updating files.

### Customer Service

*Punjabi Haveli January 2022 to Feb 2022*

- Dedicated to ensuring customer satisfaction by remaining accessible and friendly.
- Exceptional interpersonal and team building skills with an aptitude for building rapport with a diverse range of customers, managers, and colleagues; talent for quickly resolving issues prior to escalation.
- Through knowledge of menu offerings, including gourmet food, spirits, and wine pairings.
- Skilled at anticipating, identifying, and fulfilling guest needs and clarifying special orders.
- Success in multitasking while remaining professional and courteous in fast-paced environments.

## General Labor

*Canada fibers Feb 2022 – July 2022*

- Lifting, standing, bending, and moving around.
- Sorting the products from the line.
- Arranging them and placing them in correct containers.
- Able to work on flexible hours and days.
- Experience in working in Cold and hot environmental conditions.

## TECHNICAL SKILLS:

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- Fluent and excellent communication skills in English.
- Operating system        Microsoft Windows, Linux, MS office (MS word, MS excel, MS PowerPoint), Typing skills (Advanced in alphabets and numeric values)
- Skilled in planning and organizing with the ability to complete tasks on deadline.
- Accurate, fast keying skills and sound knowledge of computer applications.
- Excellent written and verbal communication skills and a strong desire to work hard and perform well.

## CORE STRENGTHS

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- Customer service and communication skills.
- Efficient in Time management.
- Problem solving and initiative.
- Energetic work attitude and attention to detail.
- Flexible in working for long hours

## LANGUAGES

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Fluent in English, Hindi, Punjabi, and French.