# SINGH, PAVITTAR

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## Objectives

Using my skills and experience in computer hardware and advancement in Programming languages I am seeking a winter co-op opportunity where I Would be able to contribute towards the success of your organization.

## Education

Computer Programmer – Georgian College.

***2012 Present*** - Post-Secondary Diploma

Computer Science and Engineering – J.R Govt. College, Punjab, India.

2009 – Secondary Diploma

## Experience

**Transcom World Wide – Worked for Best Buy and Future Shop**

* Customer Service Representative
* Customer Services and complaint solutions.
* Maintained communication with people to solve their issues
* Worked on Future shop and best buy online system

**Nokia** – **Sale and marketing Department at Distributor Head.**

* Completed daily plans for the sales and marketing team
* Maintained stock and a computer system using Fox Pro and MS Excel
* Processed invoices and receipts and maintained general accounting information

## Skills

* Good knowledge about Microsoft office, Java, c#, Visual Studio, PHP, JQuery, Adobe Editor’s and other Computer languages which I am using in my program
* Handled Customer Inquiries and solved billing problems
* Able to contribute to a team effort and work Independently
* Responsible and willing to accept challenges
* Leadership skills with good past experience
* Excellent Communication & Interpersonal Skills
* Self-Motivated, enthusiastic and co-operative