

Prabhjot Malhi Singh

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Toronto, Ontario



OBJECTIVES

- Looking for a part-time job in a dynamic organization that values hard work and creativity to leverage my academic qualifications to contribute to the company's success while developing valuable skills and experience.

Summary of Qualifications

- Currently pursuing Centennial College's Software Engineering Technician Diploma program.
- Proficient in using Microsoft Office programs (Word, Excel, Powerpoint, Publisher)
- Proficient in using PDT and MMS Systems.
- Exceptional skill in using computer systems and software

EDUCATION

Diploma in Software Engineering Technician
Centennial College, Toronto, ON

STEM (Science, Technology, Engineering, and Mathematics)
Centro De Cultura, Inc. Cauayan City, Isabela, 3305

WORK EXPERIENCE

Retail Merchandiser

May 2023 - Present

Shoppers Drug Mart, 180 Danforth Avenue, Toronto, Ontario, M4K 1N1

- Maintained and organized product displays.
- Inventory Management
- Customer Service and Sales Support
- Handled product inventory
- Handled customer's inquiries via phone and in person

Postal Clerk

July 2023 - Present

Canada Post, 180 Danforth Avenue, Toronto, Ontario, M4K 1N1

- Customer service entails aiding customers with their enquiries, settling concerns, and giving accurate and timely information about postal services.
- Mail Sorting: Sorting incoming and outgoing mail using automatic sorting equipment or manually when necessary based on postal codes, addresses, and other criteria.
- Data Entry: Correctly entering and updating information in computer systems, such as tracking numbers, addresses, and delivery status, to guarantee appropriate record-keeping and tracking of postal items.
- Handling cash transactions: such as selling postage stamps, money orders, and other postal items, as well as precisely processing payments while maintaining cash registers or point-of-sale systems, is referred to as cash handling.

- Working efficiently as part of a team, working with colleagues to optimize mail processing, share workload, and create a productive and happy work atmosphere is what team collaboration entails.
- Technology Proficiency: The ability to use computer systems, software programs, and digital tools to conduct a variety of duties such as tracking packages, creating reports, and maintaining client information.

SKILLS

- Computer skills (word processor, excel)
- Multilingual (English, Filipino, Punjabi, Hindi)
- Ability to work under pressure
- Teamwork
- Customer Assistance
- Proper Merchandising
- Ability to work independently
- Self-motivated
- Customer Service
- Cash Management
- End-of-day Report making

CERTIFICATION

- ONTARIO DRIVER'S LICENSE (G)

**Reference is available upon request.*