

# DALJIT SINGH

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Professional with expertise in front desk management, cashier operations, and book management. Proven track record in optimizing processes, implementing digital systems, and providing exceptional customer service. Skilled in bookkeeping, financial reporting, and inventory control. Strong communicator with a commitment to efficiency and continuous improvement. Seeking a dynamic role to leverage diverse skills for organizational success.

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## EDUCATION & CERTIFICATIONS

- **Office Administrative**  
Sheridan at CCTT - Fort Erie, ON  
January 2024 to Present  
Majors - Business Foundation, Administrative  
Procedures, Document Processing & Proficiency
  - **CPR and First Aid certification**
  - **Security License**
  - **Fork Lift License**
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## PROFESSIONAL EXPERIENCE

### Jasbir General Store

October 2022 - December 2023

#### Helper

- Led a team in the loading and unloading of items, managing tasks involving weights up to 100lbs, ensuring a safe and efficient workflow.
- Managed the store counter, issuing bills and handling customer inquiries during peak hours.
- Monitored and controlled inventory levels, optimizing stock availability and implementing tracking systems.

### Pannu Enterprizes

November 2021 to August 2022

#### Front Desk

- **Book Management:-** Regularly updated and maintained the booking database, ensuring accuracy and accessibility for all staff members.
- **Staff Attendance:-** Monitored and recorded daily attendance, addressing discrepancies promptly and accurately.
- **Technology Integration and Training:-**
- Implemented technological advancements for improved scheduling and attendance accuracy, conducting training sessions for new and existing staff to ensure proficiency.

### Pizza Plaza

May 2021 to November 2021

#### Cashier and Book Management

- Managed cash transactions with precision, providing excellent customer service and minimizing errors.
  - Maintained accurate financial records and implemented efficient bookkeeping practices for timely reporting.
  - Prepared regular financial reports and collaborated with accounting teams for seamless integration of cashier data.
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## SKILLS

- Developing
- Multilingual
- Maintenance
- Cash handling
- Security
- Cooking
- Restaurant Experience
- Food preparation
- Meal Preparation
- Organizational skills
- Communication skills
- Kitchen Management Experience