

RAJDEEP SINGH

CORE COMPETENCIES

Accuracy/Precision Resourceful
* Multi-Tasker * Work Well
Under Pressure *Team Player
Tri-Lingual Sales and
Organization* Patient
Pleasant* Quick Learner*
Tidy *Critical Thinker

ADDRESS

544, Marlborough Street
Cornwall, ON

PHONE

+1343 558 9964

EMAIL

razzdiips@gmail.com

CURRENTLY ENROLLED IN

Diploma in Game
Programming, St Lawrence
College, Cornwall, Ontario.

AVAILABILITY

Anytime on weekends and other
public holidays, nights of
Monday and Wednesday,
evening of Tuesday; and
evenings and nights of Thursday
as well as Friday.

EXPERIENCE

TILL AUGUST 2023 (during evenings)

- Handled finances.
- Analyzed profit.
- Managed inventory.
- Ordered supplies.
- Provided excellent customer service.

ASSISTANT STORE MANAGER AT
JANTA KARYANA STORE,
LUDHIANA

DEC 2022- JULY 2023

- IELTS and PTE Trainer.
- Computer systems and network maintainer.

LANGUAGE TRAINER AND FACILITY
MANAGER AT UPSHOT
EDUCATIONALS

Reference: Mrs. Sabreena
Nayyar (Founder), India
+919888900636

EDUCATION

- Senior secondary education in non-medical stream (Physics, Chemistry, Mathematics, Informatics Practices) in 2022 from CBSE Board India.
- Completed some non-credit courses through Coursera, named:
 - ["Coding for everyone: C and C++ specialization"](#) by University of California, Santa Cruz
 - ["Microsoft 365 specialization"](#) in Word, Excel and PowerPoint; All provided by Microsoft
 - ["Introduction to HTML5"](#) by University of Michigan.

RELEVANT SKILLS

- Good communication skills that are key to working well within the team and inter-departmentally, daily.
- Ability to stand for long hours and lift heavy weights.
- Strong problem-solving skills.
- Great experience in the retail department.
- Excellent verbal and written communication skills.
- Able to multitask and thrive in a fast-paced environment.
- Excellent teaching skill.
- Able to identify potential hazards and work to discover appropriate resolution.
- High level of confidence with computers; Very comfortable with Microsoft Word, Excel, PowerPoint and Outlook.
- [Fast typing speed](#) (above 45 WPM).