

RESUME

SIMRANJIT KAUR

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3311 Firhill Drive, Abbotsford, BC

Postal Code-V2T 5M4

Personal Details:

- *Full name: Simranjit kaur*
 - *Date of Birth: 13/12/2000*
 - *Language Known: English, Hindi, Punjabi, French (beginner level)*
- Email: jeetkaur2312@gmail.com**

Career objectives:

- ☐ ☐ To keep in pace with dynamic changes in the industry and to give a maximum commitment to my work by being highly efficient, creative and focusing on education goals.
- ☐ ☐ To get an opportunity to study with an organisation that provides a platform to showcase my professional and educational skills in such a professional manner that uplifts the productivity of mine, both as a personal and an individual.

Academic Qualification:

10th standard (PSEB) March 2017

84.76%

S.G.N. Public School

12th Standard (commerce) (PSEB) March 2019

78.22%

S.G.N. Public School

Diploma in Business Administration (**Pursuing**)
University of The Fraser Valley, Abbotsford, BC.

Computer Knowledge:

- MS Office

→ Internet Surfing

Experience:

Location: D Mart retail store

Jalandhar, Punjab

Position- Crew member(multitasking)

From March 2022 to June 2023

Location: Bluenotes, Sevenoaks Mall,

Abbotsford, BC, Canada

Position: Sales Associates

From November 1 to December 30

Relevant Skills:

- Highly strategic and adaptive problem solving for quick to detect patterns and implement solutions.
- Teamwork (School curriculum Activities)
- Leadership ability (Play leading role events)
- Multitasking (as a group member, performer)

Availability:

FULL TIME

Interest Area:

- I like to innovate new things especially like to deal with machines.
- I like to learn new things in every area of work.