

Harnoor Kaur

BUSINESS ANALYST

Summary

Motivated and detail-oriented business student with strong communication, analytical, and interpersonal skills. Proven ability to collaborate in team environments, manage multiple priorities, and provide creative solutions to business challenges. Seeking opportunities in business operations, marketing, or client relations where I can contribute to organizational success and grow professionally.



XXX-XXX-XXXX



harnoor@gmail.com



1 Georgian Dr, Barrie, ON L4M 1E9

Skills

- Business Communication
- Client Relationship Building
- Team Collaboration
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Problem-Solving & Critical Thinking
- Time Management
- Adaptability & Professionalism

Education

HIGH SCHOOL

St. Xaviers School

March 2023

GENERAL BUSINESS

Georgian College

2024-2026

Language

English

Punjabi

Hindi

Experience

CUSTOMER SERVICE ASSOCIATE

Walmart Canada-Barrie, ON

Dec 2023-April 2024

- Delivered exceptional customer service in a fast-paced environment, resolving inquiries and concerns professionally.
- Assisted in inventory checks and visual merchandising, ensuring efficient product availability.
- Maintained cash handling accuracy and processed transactions with speed and accuracy.

PEER NOTE-TAKER

Georgian College – Student Services

Sept 2023 – Dec 2024

- Provided accurate and organized lecture notes to support students with accessibility needs.
- Maintained confidentiality and consistency while meeting submission deadlines.

EVENT VOLUNTEER

Barrie Food Bank Fundraiser

Feb 2024

- Assisted with organizing donations, welcoming guests, and managing logistics for a local fundraiser.
- Worked collaboratively with team members to ensure the event ran smoothly and efficiently.