Manjit Kaur

Brampton, ON

(647)-613-5037

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**SUMMARY OF QUALIFICATIONS**

* 4 months of experience in Insurance company in handling insurance requirements, medical, non-medical requirements, Dispute cases, and helped in issuance of policies.
* Strong Communication Skills (written and verbal), fluent in 3 languages including English, Punjabi, and Hindi.
* Advanced in Microsoft Office (MS-Word, Excel, PowerPoint, Outlook), Google (Gmail and Google Drive).
* Flexible in adapting changing environment and excellent in Time Management.
* Great proficiency in working without supervision and still provide high quality work.

**WORK EXPERIENCE**

**Quality Analyst Jan 6 – Apr 2, 2022 (Part-time)**

DBrand Inc, Company, Mississauga, Canada

* Efficiently checked quality & defects to match the actual outcome with standard to ensure performance.
* Supervised the operations in an organization to ensure that all the processes are competent to meet up with the desired outcomes.

**Packaging Associate May 3 – July 9, 2021 (Part- time)**

Orchid International, Mississauga, Canada

* Packing, weighing and labeling competed goods for shipment and storage.
* Handled and managed inventory with care & attention in detail.

**Merchandise Handler Aug 30 – Dec 31, 2021 (Full-Time)**

Gap Inc., Brampton, Canada

* Actively handled the operations of material equipment.
* Loaded the boxes up to 50 lbs on regular basis.
* Actively participated in a teamwork to accomplish work on deadline driven environment to attain target.
* Effectively received and packed the products to stock shelves.
* Accurately Reporting Discrepancies between physical counts and computer records.

**Associate Aug 2020 – Nov 2020**

SBI Life Insurance, Punjab, India

* Consistently looked at all proposals and coordinated with team regarding their pending proposals.
* Competently updated the team and branch time to time for new contest.
* Talented in problem solving and accurately solved the customer’s doubts on daily basis.
* Daily renewal calling to 40 plus customers and eagerly helped the company to collect renewals.
* Expertly regularised attendance, check and approve bills from the system.
* Handled requirements of insurance schemes, Medical and non-medical, PIWC cases, and aided in issuance of policy.
* Successfully assist new joinee to complete their joining process.
* Effectively raised bills of team members and keeping record of all bills.
* Passionately update daily business and Branch Trackers.

**EDUCATION**

**Post Graduate Certificate in Global Business Management (Jan 2020 – Aug 2022)**

Centennial College, Toronto, ON

**Relevant courses include:**

* Business Communications
* Entrepreneurship, Innovation, and Economic Development
* Marketing
* Business Culture and Craft

**Master’s Degree, Business Administration 2016-2018**

SBBS University, Punjab, India

**Bachelor’s Degree, Business administration 2012-2015**

Kamla Nehru College, Punjab, India

**CERTIFICATIONS**

* Certificate course in Banking Services -2015
* Diploma course in Banking Services -2015
* Security Guard License-2021
* Certificate in International Freight Forwarding -2022