

KOMALDEEP KAUR

204, 1340 Danforth Road Scarborough, ON · 6475409300

aulakhkomal1@gmail.com

Enthusiastic Global Business Management student at Centennial College with previous experience in marketing, communication, and sales. Interested in roles related to Marketing, sales, or other business activities that align with my career goals.

I am available and eligible to work part time till August subsequently can continue full time after my graduation.

EXPERIENCE

AUGUST 2021- PRESENT

CONTROL GUARD, LOGIXX SECURITY

- Giving access to employees of Aga Khan museum
- Entering data into computer and giving ID cards to new guards
- Controlling fire panel and monitoring CCTV
- Training new guards

JULY 2021 – OCTOBER 2021

CONCIERGE SECURITY, CONDOR SECURITY

- Patrolling the building.
- Responding to emergency situations.
- Accurately reporting all incidents to senior managers.
- Monitoring and operating CCTV cameras and other recording systems.
- Making sure that no unauthorized personnel enter the building.
- Answering the phone calls.

JUNE 2019 – DECEMBER 2020

ADMINISTRATIVE ASSISTANT, TRB BRICKS AND COMPANY

- Plan, organize, direct, and run optimum day to day operation to exceed our customers' expectations
- Increase production, assets capacity and flexibility while minimizing unnecessary cost and maintaining current quality standards
- Be responsible for production output, product quality and on time shipping.
- Implement strategies in alignment with Strategic initiative and provide a clear sense of direction and focus.
- Share a trusting relationship with working group and recruit, manage and develop factory staff
- Address employees' issues and administer human resource practices

June 2019 – July 2019

CASHIER INTERN, GUPTA RESTAURANT

- Received training on restaurant's accounts
- Improved good communication skills and teamwork skills
- Learned to stay focused under pressure
- Solid knowledge of managing a team
- Build strong problem identification and problem resolution skills
- Build strong problem identification and problem solution skills
- Superior time management skills, multitasking skills, and ability to prioritize tasks.

MAY 2019 – DECEMBER 2020

SALE ASSOCIATE, AVON AND ORIFLME

- Answering customers questions about products applications and usage
- Managing stock
- Offering personalized services like consulting, makeup application, and skin care treatment to clients
- Maintaining expenses and income
- Sell beauty products and satisfy costumers' expectation
- Provide and market company's product line and beauty products
Look up and order the latest beauty trends that Avon promote

EDUCATION

JANUARY 2021 - PRESENT

GLOBAL BUSINESS MANAGEMENT, CENTENNIAL COLLEGE, TORONTO, ON

- Coursework: Business communication, Innovation and Entrepreneurship Development, Operational Managers, human Resource management, Finance Management, Business Culture, Research Trade and Development.

AUGUST 2017- MARCH 2020

BACHELOR'S IN COMMERCE, CHITKARA UNIVERSITY, PUNJAB, INDIA

- Coursework: financial management, business statistics, securities analysis & portfolio management, services marketing, creativity, and innovation, IT and MIS in business and cost & management accounting.

SKILLS

- Well versed in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Adobe Photoshop)
- Aptitude for quality social media usage across multiple platforms
- Ability to build lasting relationship with customers.
- Skill of working in team with collaboration, honesty, communication, and responsibility.
- Well-organized with digital skills for product branding/promotion

ACTIVITIES

- Sports (running, basketball, discus throw)
- Volunteering (helping orphanage kids with study, providing food to homeless)
- Event management