

Sarabjeet Singh

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[LinkedIn](#) - [GitHub](#)

Montreal, Canada

SUMMARY OF QUALIFICATIONS

I am a current student at LaSalle College, set to graduate in 2025, with a background in IT support, operations, and finance. With **7 years of experience** in technical support and system management, I have expertise in troubleshooting, data analysis, and process optimization. My strong critical thinking skills, adaptability, and attention to detail make me a valuable team player. I am eager to apply my skills in a professional setting and continue growing in the industry.

EDUCATION

AEC – Programmer Analyst

LaSalle College, Montreal, QC

2024 – Present

Master's Earned

Panjab University

2015 – 2017

Chandigarh, India

Certifications:

Android Development Internship

2017 – 2017

Chandigarh, India

Bachelor's Earned

Panjab University

2011 – 2015

Chandigarh, India

PROFESSIONAL EXPERIENCE

Fulfilment Associate

Good-food Market Corp

2024 – Present

Montreal, Canada

- Organized items in boxes according to size, weight, and type.
- Loaded boxes onto pallets for shipment.
- Loaded and unloaded boxes from the truck.
- Packaged items carefully using protective materials like bubble wrap or foam sheets.

Maintenance Setup

Le Group Carosielli

2024 – 2024

Montreal, Canada

- Being assigned various tasks by the event coordinator.
- Transported materials between job sites as required by management.
- Managed inventory of maintenance supplies and equipment.

Account Executive

Paul Merchants Finance PVT. LTD.

2020 – 2023

Ferozepur, India

- Manage correct records in the database throughout the loan execution process.
- Collaborated with Sales teams and customers to resolve discrepancies.
- Analyse loan applications and documents daily to determine eligibility.
- Skilfully create monthly corrective action plans based on audit findings and valuable customer feedback.
- Efficiently organize and keep records of daily transactions and other operational data.

Operations Assistant

Virk Boiler (Fabricator - Erector)

2017 – 2020

Amritsar, India

- Troubleshooting technical issues and performing regular checks.
- Utilized Excel, Word, Access, and Power BI for weekly proficient data entry, analysis, and reporting.
- Resolving hardware-related issues and managing a comprehensive inventory of spare parts.
- Collaborating closely with IT personnel to troubleshoot complex user issues.

VOLUNTEERING / ACADEMIC PROJECTS

Volunteer / Project

Sachtech Solution PVT LTD

2017 – 2017

Chandigarh, India

- **No Broker** (Android app) designed to streamline property searching, renting, and buying, helping users find flats or houses efficiently without brokers.

SKILLS & KNOWLEDGE

Applications: - Microsoft Office Suite (Word, Excel, PPT, Power BI), Visual Studio, Visual Studio Code, Android Studio, Xcode, Social (Microsoft Teams, LinkedIn, GitHub, Discord)

Programming: - C#, Java, HTML5, CSS, PHP, .Net, API, Python, iOS

Operating Systems: - Windows, Linux, Android, Mac OS.

Tools and Technologies: - Web (NodeJS, JSON, XML), Databases (MySQL), AWS, GitHub, Networking (TCP/IP, UDP, LAN, WAN, Firewall)

Languages: - **Native:** Punjabi, Hindi **Fluent:** English **Intermediate:** French

Personal Skills: - Analytical Thinking, Communication skills, Problem solving, Attention to detail, Time Management, Adaptability, Teamwork, Creativity, Critical thinking, and motivation.