

SATKAR SANDHU

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📍 49 YARDLEY DRIVE, BRAMPTON, ON
L1H7G2

SKILLS

- Design content
- Validate code
- Gather technical requirements
- Serve customer needs
- Map site navigation
- Analytical thinking

PROFESSIONAL SUMMARY

Talented Administrative Assistant bringing excellent computer skills, word processing abilities, and expertise with spreadsheets. Increases team productivity by keeping files organized and expertly handling wide-ranging assignments. Operates well with minimal oversight and under tight deadlines.

Enterprising Office Intern with excellent interpersonal, communication, and IT skills. Meets tight deadlines and performs well under pressure. Personable and customer-service focused, with positive attitude and willingness to learn and be challenged. Flexibility to respond to different work situations.

EXPERIENCE

MANAGER

AMAZON

BRAMPTON, Ontario Canada

October 2018 - Current

- Managed performance of team members by conducting performance appraisals and recommending promotions.
- Supported back office procedures, including hiring and employment processes.
- Prepared payroll and maintenance budgets for corporate management approval.
- Held associates accountable for meeting established operational guidelines, brand standards, customer service expectations, and company policies.
- Managed residential facility for at-risk individuals, overseeing daily operations of running home.
- Developed marketing campaigns for upcoming events using social media platforms.

EDUCATION

WEB DESIGNING: DESIGN

CDI COLLEGE

MONTREAL, QC Canada

HIGH SCHOOL DIPLOMA: NON-MEDICAL

AMRIT INDO CANADIAN ACADEMY

LUDHIANA, PUNJAB INDIA

- GPA (8.9).