

SEHAJPREET KAUR

Email: sehajk2460@gmail.com, Phone: 548-333-3510 ,Ontario

Summary

Goal oriented professional dedicated to prominent levels of entry level positions and providing to the real purpose of the job with full devotion.

Highlights

- Proficient multi-tasker and solid work ethic.
- Attentive to detail.
- Sales proficient.
- Excellent communication skills with fluency in English, Hindi, and Punjabi.
- Flexible schedule.
- Excellent interpersonal skills.
- Strong leadership skills and a collaborator.

Education

- 2022: Pursuing Diploma in Software Engineering Technician from Centennial College, Scarborough ON.
- 2021: Senior secondary School Examination in +2 education passed with 81% CBSE Board (Non-Medical), India
- 2019: Matriculation passed with 92.4% from St. Anne's Convent School, Chandigarh, India

Qualifications and Certifications

- Security Guard license
- Standard First Aid And Adult CPR & AED
- Food Safety

Experience

- **Product Demonstration** CDS (Costco Whole sale) (October 2022- January 2023)
: Sampling goods and services mostly food items for Costco, Food safety training and certification, Hygiene maintenance.
- **Customer Sales representative** (Gadget Magnet) (January 2023-April 2023)
:Selling products and services related to technology, Cashier, Handled store.
- **Professional Fundraiser** (BDS Marketing) (April 2023-March 2023)
: Raised funds for organizations such as UNICEF, Sick kids, Trillium for good cause.

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- **Administrative Assistant** (Industrial Automation Repair) (May 2023- Present)
:Full Time; Organizing Tasks; Filing, answering phone calls and email; looking after companies digital platforms; Bookkeeping (QuickBooks); Handling and arranging shipping of goods and services; Logging jobs.
- **Seasonal Customer Sales Representative** (LCBO) (Summer 2023)
: Part-time weekend job as Cashier, Sales, and brand representative.
- **Event -Security Guard** (Event Organization) (Summer 2023)
: Handled security position for Canada day events at Niagara, And open shift in Downtown Toronto.