

Bhawanjot Swaitch

Brampton, ON

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Seeking a responsible and challenging position to gain skills and knowledge with a turbulent and dynamic organization, which offers opportunities for personal and professional development and where I can best utilize my knowledge and skills.

Work Experience

Recruiter

Gold line Staffing

August 2019 to February 2020

Conduct intake meetings with clients to agree on qualification criteria for candidates

- Source and contact passive candidates online
- Network with candidates offline during job fairs
- Screen resumes and job applications
- Interview candidates and provide shortlists of qualified potential hires
- Update clients on hiring status
- Prepare candidates before interviews with clients
- Create talent pipelines with high-potential candidates for future job opportunities
- Keep detailed records of past applicants' information, including resumes, assignments, and interview evaluations
- Manage a portfolio of clients and maintain good relationships with them

Cashier

Ample Food Market

July 2018 to February 2020

Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.

- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.
- Following all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes.
- Maintaining a clean workspace.

Dress Designer

Jain Amar Pvt. Ltd

December 2015 to 2017

Producing concepts

- Making sketches by hand or on the computer
- Developing patterns
- Overseeing production
- Analysing trends in fabrics, colours and shapes

Education

Master

Garment Manufacturing Tech
2015

Additional Information

SKILLS:

- Punctual, reliable, flexible and enthusiastic
- Self-motivated and ability to meet tight deadlines
- Positive, influential in regards to work environment
- Well-developed interpersonal, organizational and communication skills.
- Capable of applying advanced mathematical concepts to practical situations
- Quick learner, safety conscious and compliant with rules and regulations.
- Critical thinker, able to troubleshoot and solve problem with logic and reasoning
- Profound knowledge of Microsoft Office (Word, Excel, Power Point, Project)
- Excellent written & oral communication skills.