**HARVINDER SINGH GREWAL**

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**OBJECTIVE**

To obtain a position that will enable me to use my strong organizational skills and ability to work well with people. Create integrated strategies to develop and expand existing customer satisfaction and make myself a valuable asset to your team.

**SKILLS PROFILE**

* Excellent written & verbal communication skills
* Fluent in English, Punjabi, Hindi
* Computer skills : MS office, including Excel and PowerPoint
* Ability to work independently and with the team
* Active Learner, resourceful, patient and problem solver
* Time management skills

**EDUCATION**

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| Diploma of Business | Sunshine College of Management  Melbourne, Australia |
| Diploma of Management | Della International College  Melbourne, Australia |

**LICENSE**

AZ licence holder

**WORK EXPERIENCE**

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| May 2020 – Sept. 2020  Commercial Truck Driver,  Riverdale Poultry | * Managing loads by following animal welfare requirements. * Communication with dispatch, foreman and farmers daily. * Completion of paper work, including paper logs and bill of ladings. |
| October 2019 – April 2019  Warehouse Associate,  Gap Distribution Centre,  Brampton, ON | * Receive, Process, labelling, and sorting stock. * Inspect stock for damages. * Organizing warehouse space. * Counting stock and keep inventory records. |
| June 2017 – June 2019  IELTS TRAINER, Go Global Consultants Ludhiana, India. | * Making teaching plans for the IELTS Program. * Preparing lessons to be delivered to the students. * Perform administration duties. |
| Sep. 2013 – April 2017  Manager, KC Engineers  Amritsar, India | * Maintain customer relationships. * Managing the sales team. * Implementing strategic plan that expands company’s customer base. * Promote strong relationships with customers. |
| October 2012 – April 2013  Commercial Driver  Direct Freight Express  Melbourne, Australia | * Maintaining daily paper work of received and delivered parcels. * Maintain customer relationships. * Reporting everyday to manager. |
| January 2012 - September 2012  Commercial Driver  UPS  Melbourne, Australia | * Maintain inter-personal relationships with the customers. * Ability to lift up to 70 pounds. * Ability to work in fast-paced environment. |
| May 2011 – June 2012  Customer Service  Indian Grocery Store  Melbourne, Australia  April 2009 – April 2011  Customer Service  Universal Bakery  Melbourne, Australia | * Properly records all transactions of sales. * Accounts for all transactions; maintains accurate cash count and balance at end of shift. * Maintain inter-personal relations with customers. * Greet clients and assist them with any inquiries. * Give information about products available. * Resolve customer’s complaints |

References available upon request