**Jatinder Verma**

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**Objective**

Looking for a job which will help me to support my needs as an international student. I want to work for an organization with passion and enthusiasm in order to achieve organizational as well as personal objectives along with enhancing my skills and knowledge

**Education**

2018 -- Present

­**Business Management**

­LAMBTON COLLEGE, Sarnia, Ontario

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­June 2014 --Dec 2016

­**Diploma in Office Administration**

­Institute of Professional Studies, Yamuna Nagar, Haryana, India

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­2011 -- 2014

­**Bachelors in Business Administration**

­Uttaranchal University, Dehradun, India

**Work Experience**

May 2019 – August 2019

Worked as a **Production Associate** in **Teppen Corporation**, Strathroy, ON

* + Maintaining production equipment.
  + Maintaining quality standards.

September 2018- April 2019

**Job Title-** **Kitchen Helper** at **Landmark Village**, Sarnia, ON

* + Preparing Food items.
  + Unpack and keep store supplies in refrigerators.
  + Cleaning work areas.

2017 -- 2018

­**Job Title- Assistant Office Administrator**, Harish Vaish & Co., Paonta Sahib, Himachal Pradesh, India

* ­Maintain Office records.
* Attendance record of the staff.
* Attending phone calls.
* Checking official e-mails and replying.
* Filing of paper work.
* Keeping the records of vouchers, bill and petty cash.
* Dealing with inquiries or request of the clients and employees.
* Allocation of work to other staff and liaison with local authorities.

2016-2017

**Job Title- Cashier/Customer representative** at **Burger King**, Dehradun.

* + Meeting and Greeting customers.
  + Handled Cash register and Cash counter.
  + Dealing with customer queries.

2012-2013(Part-Time)

**Job Title**- **Pizza artist** at Brown World Bakeries, Paonta Sahib, Himachal Pradesh

* + Preparing Food items.
  + Providing Customer Service.

**Skills And Qualifications**

Technical Skills:

* ­Acquired analytical and excellent computer Skills (Microsoft Office, Internet, Email) to ensure organized and accurate accounting.

­Interpersonal Skills:

* ­Developed excellent interpersonal skills with a positive outlook by working collaboratively with team members
* Efficiently worked in challenging situations and providing information and answering inquiries of customers.

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­Additional Skills:

* ­Fluent in English, Hindi and Punjabi languages

**Volunteer Work**

* Donated blood twice at Uttaranchal University, Dehradun, India
* Worked as a social worker with Youth Brigade, Himachal Pradesh, India

**Hobbies And Interests**

* Exploring new places and to understand different cultures.
* Music and Reading novels.