# Akashdeep Singh 9 Rumulus Drive, Scarborough, ON M1K 4C1

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#### OBJECTIVE

 With a good experience in security profession looking for part time position in respected security company.

**SUMMARY PROFILE**

* Pursuing Mechanical Engineering Technician (Design)
* Graduated in Mechanical Engineering
* Proficient in Microsoft Office - Excel, Word, Access and PowerPoint
* Office Administration experience inputting and verifying information
* Excellent customer service skills developed through years

**Experience in field**

* Experience in mobile patrol and emergency response unit
* Experience in condominium security
* Experience in Mall security at Dundas square
* Experience in customer service

**EDUCATION**

**Mechanical Engg. Diploma** Centennial College Graduating in 2021

1. Dean’s List
2. Using Excel, created database, inputted and analyzed information
3. Hand on experience in delivering group presentations in Customer Service Course highlighting understanding

**Mechanical Engineering** Central tool room Graduated 2017

1. Dean’s List
2. Excellent in technical procedures
3. Excellent in Industrial Management

#### EMPLOYMENT

**Security guard (Signal 88) Feb.** 2020 to present

Work at beer store

Work at Dundas square

Loss prevention

Customer service

Personal safety of employees and customer

Issuing tickets and tresspassing notice

Monitoring cameras

**Logixx Security**  May 2020 to present

Worked in Condos

Loss prevention

Customer service

Personal safety of employees and customer

Issuing tickets and tresspasing notice

**VOLUNTEER EXPERIENCE**

**Front Desk Helper** Khalsa Aid,Ludhiana office March 2016- 2017

1. Office support to staff, arranging coordinating volunteer meetings
2. Accurately managed money transactions and other donations
3. Accurately enter donor data into database and Excel and produce weekly report for the financial manager
4. Managed social media accounts, processing help messages and sending inquiry replies
5. Proofread and review documentation for email campaign newsletter before sending updates to donor.

Availability-

* Night Shifts
* Friday
* Saturday
* Sunday