

**Suvir Punj**  
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33306 Holland Avenue, Abbotsford, B.C.

A self-motivated, enthusiastic, result-oriented young person seeking a part-time job. I believe that my ability to tackle hard tasks, dedication to the work do make me feel like a suitable candidate for any job.

## SKILLS

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- Excellent inter-personal and communication skills learned by doing volunteer jobs.
- Team player with focus on collaboration, team building, and customer relations.
- Friendly, patient, and quick learner.
- Motivated towards achieving set goals and deadlines in a timely manner.
- Ability to follow instructions well and manage duties independently.
- Additional skills: Punctuality, adaptability, positive attitude and decision-making capability.
- Language competencies: English, Punjabi and Hindi

## EDUCATION

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**Bachelor of Computer Information System**  
*University of Fraser Valley*

January 2022 – Present  
Abbotsford, BC

## RELEVANT EXPERIENCE

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- Volunteered in a charitable organization.
- Participated in awareness program and led education awareness campaign in nearby slums and orphanages.
- Done a certified course in C and C++ language
- Volunteered in Model United Nations
- Participated in several declamations and debate completions and have won prizes.
- Participated in science exhibitions every year in high school.

## Availability

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- Thursday – Evening
- Friday – Morning and Evening
- Saturday – Morning and Evening
- Sunday – Morning and Evening

## Work Experience

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- Audio/Facilities Crew Member at University of The Fraser Valley  
(March 2022 – April 2022)