

# Amanpreet Kaur

## Shipping Clerk - Give and Go Prepared Foods Corporation

Toronto, ON

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### WORK EXPERIENCE

#### Shipping Clerk

Give and Go Prepared Foods Corporation -

2015-01 - Present

Complete all Shipping papers for US and Canadian shipment

- Prepare Daily log, Update, Inter branch transfer, Shop floor and Short reports
- Print Walmart, R.N.W, Rochiville, SSCC and Topco labels
- Movement of trailers with the help of Shunt driver in Yard
- Use of Visual program to pull out orders and shipment of Interstate
- Prepare signing sheet for drivers of US and Canadian loads
- Confirm and reserve orders, Print and confirm tags in inventory transfer
- Give locations to loader for put away inventory
- No label agreement papers for US shipment
- Moving bulk from one warehouse to another warehouse
- Answer telephone and E- mails for production of orders to do shipping on time

#### Data Entry Associate

World Financial Group - Brampton, ON -

2013-09 - Present

Responsible for verifying, entering new and updating information of client in an accurate manner

- Compare, review and check application with the source documents
- Enter data, process and submit application into required format
- Provide guidance and information according to application requirement with the high level of customer service
- Analyze information and prepared best suited plan to individual clients' need
- Communicate with clients telephonically and in person

#### Supervisor

Shell Gas Station -

2011-09 - 2014-10

Training of new employees and assignment of duties to employees

- Maintained and completed Activity logbook, Weekly checklist and Ice logbook
- Compared monthly store sale, gas sale and tobacco sale to achieve the targets given by Shell head office
- Prepared Green book, End of day reports and submit to head office
- Assisted manager and supervised employees in receiving /ordering inventory from suppliers
- Delivered information and helped employees to achieve the targets

- Assisted in resolving customer's complaints

### **Assistant Manager**

Satkar Banquet Hall -

2011-01 - 2011-10

Scheduled the client meetings and satisfy them to provide according to their expectations

- Assisted the manager by telling new kind of business skills to improve the revenue of hall like better food, different kinds of decoration
- Managed the whole staff to provide good services to clients
- Handled the cash of clients and cheques of all employees

### **EDUCATION**

#### **Diploma in Business Management**

Humber College Institute of Technology and Advanced Learning - Toronto, ON

2011-08

#### **Bachelor of Science**

Punjab University

### **ADDITIONAL INFORMATION**

Highlight of Skills:

- Strong knowledge of preparing financial statements, general ledger and trial balance reports
- Have knowledge of preparing and processing accounting journal entries
- Proficient in Excel, Word, PowerPoint, Access, and computerized accounting
- Highly competitive known as a self-starter and well-mannered as well as organized and maintained person
- Positive attitude towards learning from others and good communication skills in multiple languages: English, Punjabi, and Hindi

Skills, Knowledge and Experience:

Management Skills:

- Problem solving and decision making skills
- Can handle all special projects and fulfill all responsibilities
- Strong presentation, demonstration and time management skills
- Ability to work under pressure to meet immediate and long term goals
- Enjoy sharing knowledge and encourage others to achieve specific team goals
- Excellent verbal and written communication, organizational and inter personal skills.