

CURRICULUM VITAE

Amandeep kaur

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OBJECTIVE

A part-time position where I utilize and improve my organizational interpersonal and communication skills.

SKILLS SUMMARY

- Use clear, concise communication skills in conjunction with organizational skills to perform daily duties.
- Work well as a team member or independently.
- Passionate about good customer service and good phone manners
- Resourceful, energetic, competent, multi-task and results-oriented.
- Effective management, technical, and supervisory skills.
- Keen learner and Flexible and adaptive nature

Computer skills

- Advanced MS-Word, MS-Excel, MS-Power Point
- Troubleshooting Networks
- Typing Skills

EMPLOYMENT HISTORY

Library Assistant at **Lally Infosys Institution** Punjab [Aug 2017 -march2018]

Duties: utilize strong attention to details to organize library shelves

And restock books. Assist library patrons with the online catalogue system

Reason for leaving: Relocated to Canada for further study

EDUCATION & TRAINING

- **Bsc-csc**(bachelors science of computer science)
Guru nanak dev university Amritsar [May 2015_]
- Currently pursuing Graduate certificate course in web design and development from 2019 to 2020

PERSONAL

Interests: Playing Football, listening music, roaming with friends

Citizenship: INDIA

Marital status: single

Gender: Female

State of health: Excellent Health/ Non smoker

Languages: English, Hindi, Punjabi

AVAILABILITY

- Monday-Friday (2pm-12 am)
- Saturday,sunday (full time)