

Ravneet Kaur

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PERSONAL SUMMARY:

As an individual, I am a person who is enthusiastic, hardworking, punctual, reliable, love to communicate with different people no matter what level and this will help me to understand, Moreover supportive person which people can easily get indulge. Despite this I am creative person who enjoyed cooking and has a passion for variety of food. All over all the experiences I got attitude that I am a can do type of person, which made me stronger, confident and focused which can help me in any company. Currently in New Zealand and pursuing further education in multimedia Level-7. Creative and innovative, ready to use learned skills to enhance any production in big screen or in a studio. Having flexible nature and can do any work, responsible person. Now I am looking for a well suited job with an organization that offers exceptional training opportunities and support of an experienced and friendly team.

WORK EXPERIENCE:

VEGE OASIS SHOP- Mangere, Auckland

Customer Service

Pursuing duties to meet and greet customers of diverse culture. Providing facility, solving their issues, cash counter duties.

- Attending customers with a smile.
- Provide service to the customers.
- Payments via Cash or FTPOST.
- Having knowledge of prices.
- Helping other staff members.
- At front on the counter.

HALE HEALTH CARE- New Zealand

Created a video using Adobe Flash, based on health product

- Creating Scenes and Characters for the story.
- Planning for story board and screenplay.
- Used different kind of animations.
- Complete the need of the customer on given time.
- Used Adobe Flash and Premiere skills to complete the requirement.
- Have own access to the software.
- Good Knowledge of software's essential for creating and editing videos.

MYL Company – *India*

Consultant and office assistant January 2012- November 2012

Duties to handle customers and consult them for company's products, answering calls, Attending and satisfy customers as their demands. Managing expense and greeting customers.
Duties

- Consult customers for company work plans.
- Provide service to customers via telephone or email.
- Keep in touch with clients and fix meeting.
- Maintaining and setting up a office environment.
- Documentation.
- Successfully justify work and the company.

HERBAL LIFE -*India*

TELECALLER December 2012- November 2013

Contact with customers makes them understand company products and invite them on presentations to become a member or purchase products of company.

Duties

- Attending calls of customers.
- Consult them for products.
- Inviting them for presentation.
- Attending presentation and arranging events.
- Satisfy them to become a member and earn at home.
- Got appreciation and rewards for make customers to attend presentation.
- Prioritizing a busy workload.
- Well recognized in the company.

IDEAL ACADEMY – *India* CONSULTANT AND FACULTY

Responsible for consult students about IELTS format and fees while in between assisting students in their study, giving new strategies and ideas.

Duties

- Assisting students for right path.
- Working with members of the multi-disciplinary team.
- Providing new ideas and concepts.
- Monitoring and guiding the students.
- Dealing with other institutions.
- Had a good impact on students.

ANIMATION LIVE – India
STUDIO TRAINEE AND ANIMATOR

Worked in a studio as a trainee, moreover have experience to work with a team, making 2-D and 3-D animation/ videos for clients under deadlines.

Duties

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- Working with members of the multi-disciplinary team.
- Discussing new ideas and concepts.
- Got appreciated for video editing.
- Topper of institution.
- Making videos architectural designs, rendering, texturing.
- Helping others in the work.
- Successfully known by heads.
- Flexible nature

IMMIGRATION COMPANY – India
CONSULTANT AND OFFICE ADMINISTRATOR

Responsible for managing all office works, dealing with customers, consulting them for better path, including calling to the customers, documentation etc.

Duties

- Having good knowledge about countries.
- Consult students for the right decision.
- Dealing with other companies.
- Satisfying the parents and guardians of students.
- Preparation of a student for interview.
- Managing other staff.
- Providing details.
- Successfully justify the company and have a good relation.

KEY SKILLS AND COMPETENCIES:

- Well known of new technology.
- Good written and verbal communication skills
- Ability to follow instructions.
- Creative and innovative.
- Can do nature
- Hard working
- Good knowledge of software
- Socially active
- Having great new ideas
- Working in a team
- Good drawing artist
- Keen to learn new things

- Dedicated and focused
- Presenting class as class Representative.

ACADEMIC QUALIFICATIONS

TASMAN INTERNATIONAL ACADEMIES, AUCKLAND, NEWZEALAND Pursuing
Level 7-IT- Multimedia

KARNATAKA STATE OPEN UNIVERSITY, MYSORE, KARNATAKA 2012-
2014
B Sc Animation

SARGODHA NATIONAL PUBLIC SCHOOL, PUNJAB, INDIA 2010-2011
10+2 (Arts)

OTHER ACTIVITIES

- Certificate of a diploma of 2 years in animation field.
- Having computer skills.
- Knowledge of Microsoft Software's.
- Software's known as Adobe Photoshop.
- Adobe Premiere
- Adobe After Effects
- Autodesk Maya

AVAILABILITY OF WORK HOURS

- Thursday-Sunday Full time/Part time