ARSHPREET KAUR

14 Moonbeam Way

431-336-1124

arshpreetkaur989@gmail.com

**SKILLS**

• Ability to learn

• Exceptional listener and a communicator who actively conveys information verbally and in writing.

• Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.

**EDUCATION & AWARDS**

**Bachelor of computer Science**

University of Manitoba-*Present*

**Computer Science Diploma (CSD)**

Continental Group of Institutes -*2015*

GPA-3.5/4.5

**Awards**

2014- 2015: First position in academics of one year computer diploma and in high school.

2010 – 2014: Head of planning activities in school and college.

2014: Stage host in a gathering of up to 600 people.

**WORK EXPERIENCE**

**Part time-Grocery Clerk**

NCM Chandigarh- India Jan 2016 – Oct 2016

* **Adhered to strict food handling guidelines when preparing food and beverage items.**
* **Developed client service skills through interaction with customers and attended food handling training or customer service workshops.**
* **Assisted manager with daily operations, opening and closing procedures as well as preparing special orders, training new employees and provide feedback and guidance.**

**EXTRACURRICULAR ACTIVITES**

* Full Proficiency in English, Punjabi, Hindi.
* Working knowledge of computer programs including MS Word, Excel, PowerPoint, Access .