

# Sharanjit Kaur

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## Education

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**HELLENIC AMERICAN UNIVERSITY, MANCHESTER**

**GRADUATION – DEC 2025**

**MASTER OF BUSINESS ADMINISTRATION**

Major: Business Analyst

**GURU NANAK DEV UNIVERSITY, AMRITSAR, INDIA**

**GRADUATED – MAY 2018**

**BACHELOR IN COMPUTER APPLICATION**

**GPA:3.8/4.0**

## Professional Experience

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**DAV CONVENT SCHOOL | TEACHER | INDIA**

**JAN 2014 – JAN 2015**

- Preparing course materials
- Monitoring student progress and taking attendance
- Teaching Biology, Physics, Chemistry and English
- Grading Assignments
- Leading the extracurricular activities of students

**PROGRAM IN PYTHON | KHALSA COLLEGE | INDIA**

**OCT 2017- OCT 2018**

- Developing games
- Developing template websites
- Developing framework in HTML and CSS
- Database management
- Problem-solving

**BLUE LINE OVERSEAS | IMMIGRATION OFFICE | INDIA**

**JUN 2020- DEC 2021**

- Make Immigration files.
- Interview preparation.
- Visa Interview Officer.
- Immigration paperwork and appointment scheduling.

**CASHIER | JACK IN THE BOX**

**MAR 2021- JUN 2022**

- Processed Customer transactions and maintained accurate cash drawer.
- Provide a positive customer experience with fair, friendly, and courteous service.
- Resolving customer issues and answering questions.
- Team leader
- Processes return transactions.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.

**CASHIER | BURGER KING**

**JUN 2022- DEC 2022**

- Friendly and positive attitude towards the customer.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Provide a positive customer experience with fair, friendly, and courteous service.
- Resolving customer issues and answering questions.
- Processed Customer transactions and maintained accurate cash drawer.

**CASHIER AND KITCHEN HELPER | MOUNTAIN PIZZA****DEC 2022- FEB2023**

- Teamwork and maintenance all over the working environment.
- Good coordination with the team and accepting new employees.
- Provide a positive customer experience with fair, friendly, and courteous service.
- Resolving customer issues and answering questions.
- Processed Customer transactions and maintained accurate cash drawer.

**DISPATCHER | MARUTI NANDAN TRANSPORTATION SERVICE AND DELIVERY| SOFIE CO. | GILROY, CA  
FEB 2023- JAN 2024**

- Dispatch nuclear medicine.
- Coordinate with pharmacy and another dispatcher.
- Maintains and checks the driver's location through GPS.
- Provide all the information to the pharmacy.
- At the end of day, make a note of driver and their routes which helps to make a payroll.
- Knowledge of DOT working area.

**KNIGHT BRIDGE PLASTIC INC. | FREMONT, CA****FEB2024- APRIL 2024**

- Perform Plastic Injection molding.
- Documentation of the injection molding process
- Perform inspection of the molded products.
- Perform inspection on the products by auditing QC operators.

**AMAZON ASSOCIATE****May 5, 2024-PRESENT****Amazon fulfilment center Builing oak 4  
1555 north chrisman rd tracy ca 95304**

- Trained and operated in multiple critical workflows including **Pack Flow**, **Mix Pack**, and **Smart Pack**, ensuring accurate and efficient packaging of customer orders.
- Acted as a **Water Spider**, managing the supply of packing materials and supporting continuous workflow with minimal downtime.
- Assisted in **Ship Dock** operations, including staging, scanning, and loading packages for outbound delivery to meet tight shipping schedules.
- Cross-trained across multiple roles to support team flexibility and productivity in a fast-paced warehouse environment.
- Maintained high standards of safety, quality, and performance metrics, contributing to the fulfillment center's operational goals.

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**SKILLS**

Trilingual: English, Hindi &amp; Punjabi

Problem-solving

Ability to work in a team

A strong ethic

Analytical and quantitative

Report Writing

Communication and Good listener

Leadership qualities

Time management



