**Arshdeep Kaur**

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**OBJECTIVE**

* To secure a professional work position in the progressive organization where i can enhance my knowledge and skills.
* Smooth and efficient with experience enhancing executive productivity and improving business operations. Exceed expectations for maximizing group performance and overseeing efficient calendars. Operate well with minimal supervision to meet demanding objectives.
* Accomplished administrative support professional practiced at addressing all facts of business office needs, including file and document management, inventory allocation and technical training. Proficient in maintaining stringent financial controls and timelines. Offering diplomatic and professional communication, strong time management and multitasking expertise.

**Education History**

**Computer Programming** Jan 2022 - Aug 2023 (Expected)

*Seneca, Toronto, ON*

**Secondary education - Non-Medical** Apr 2020 - Mar 2021

*The British co-ed High School*

(95.8% Marks obtained)

**High School Diploma** Apr 2018 - Mar 2019

The British co-ed High School

(92.2% Marks Obtained)

# PERSONAL COMPETENCIES

* Ability to work in a fast-paced environment.
* Highly organized with a creative flair
* Enthusiastic self-starter who contributes well to the Team.
* Management skills
* Responsible
* Good customer service skills
* Great Mathematical Skills
* Fluent in English, Punjabi and Hindi
* Computer proficient and tech savvy
* Experience working in diverse environment with flexibility in work schedules
* Multi-tasking Ability

**LICENSES & CERTIFICATIONS**

**Abacus Advanced level 4** 2015

*SIP* - *73374*

**HONORS & AWARDS**

1st Runner up 2014

*SIP*