Curriculum Vitae

Parminder Kaur Bajwa

Mobile: (604)723-5713

Email: p[kbajwa36@gmail.com](mailto:kbajwa36@gmail.com)

**PROFILE**

Hard working computer graduate with proven organizational and interpersonal skills seeking to apply these abilities to provide quality service for great customer satisfaction. Excellent skills to establish and maintain healthy communication and relationship with clients. Dedicated to identifying customer needs and providing quality service in order to meet them. Great knowledge and experience of customer service industry as well as excellent understanding of computer oriented tasks such as data entry and use of Microsoft office tools. Multilingual, diligent and ready to join my next team.

**EDUCATION**

Post-Baccalaureate Diploma in Computing and Information System (Expected 2021) From Douglas College, New Westminster, BC

Bachelors in Computer Applications (2016-2019)

From MCM DAV College, Chandigarh, India

**LANGUAGE PROFICIENCY**

English – Fluent Hindi – Fluent Punjabi – Fluent

French – Conversational

**SKILLS & ABILITIES**

* Great logical and problem-solving skills.
* Interpersonal communication skills.
* Positive attitude towards result oriented task.
* Flexible in nature and takes initiative.
* Excellent multitasking skills.
* Zeal of learning new technologies.

**STRENGTHS**

* Team Spirit
* Positive Attitude
* Energetic and Enthusiastic
* Punctual
* Initiative Approach

**EXPERIENCE**

Customer Service/Cashier (April 2019-December 2019)

Makrana Marble, Punjab, India

Fulfillment Associate (May 2020- July 2020)

Amazon Fulfillment Center, Delta, BC

Customer Service/Cashier (September 2020- Present)

Tim Hortons, Burnaby, BC

**AVAILABILITY**

* Monday, Wednesday, Friday and Sunday – Anytime
* Saturday – After 1pm

I am open to work flexible shifts including weekends or evenings.