

Mrs. Gurleen Buttar

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OBJECTIVE

To utilize my existing communication skills and enhance additional skills through retail work experience

WORK AND VOLUNTEER EXPERIENCE

November 2016 – December *Bath & Body Works*

Oshawa

Seasonal Sales Associate(Part-time)

- Assist customers with decision and purchasing of different type of products
- Ensure that customers questions are answered promptly to enhance their shopping experience
- Walking customers through applicable product promotions for the day.

June - November 2016 *TopGear Freight Carrier Inc*

Brampton

Office Assistant

- Assisted Owner with maintaining records of corporation expenses
- Received queries from customers and company contacts and responded accordingly.
- Managed incoming and outgoing mail from the office

January 2011-June 2013 *Adesh Institute of Dental Science & Research*

India

Food Quality Assurance Inspector

- Led a team of five students with a task to ensure the quality standards for food served in student residence is maintained
- Analyzed daily samples of food and provided feedback to college management and sub contractor for food preparation
- Retained log of complaints related to food and addressed concerns in a timely manner
- Made monthly schedule of food items based on the recommendations from student representatives while ensuring nutrition value is maintained

EDUCATION

2008-2013 *Baba Farid University*

India

- Bachelor in Dental Surgery

SKILLS

- Proficient in communication in three languages; English, Punjabi and Hindi
- Strong work ethics gained via education and professional experience
- Solid team player with excellent interpersonal skills
- Excellent time management, communication, problem-solving skills gained through work experience in health care industry