

# Abhimanyu Kapoor

Sudbury, ON

[abhimanyukapoor199724@gmail.com](mailto:abhimanyukapoor199724@gmail.com)

+1 437 215 2351

Willing to relocate: Anywhere

## Work Experience

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### **Assistant Manager**

SoftMoc - Greater Sudbury, ON

June 2023 to Present

### **General Manager**

Kwik Way - Greater Sudbury, ON

April 2022 to October 2023

### **Supervisor**

Amazon.com - Brampton, ON

May 2018 to March 2021

Preparing the daily production report. Reporting to management.

## Education

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### **High school diploma or GED in commerce**

st.clair college - Windsor, ON

September 2017 to December 2019

## Skills

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- Data Entry
- Computer Operation
- Communication Skills
- Microsoft Excel
- Avaal software
- Accounts Receivable
- Electronic logging devices
- QuickBooks
- Accounts Payable
- Bookkeeping
- General Ledger Accounting
- Accounting

- Microsoft Outlook
- Customer service
- English
- Time management
- Windows
- Retail sales (3 years)

## Languages

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- English - Fluent

## Certifications and Licenses

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### **Dispatcher**

September 2021 to October 2021