

HARLEEN KAUR

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SKILLS SUMMARY

- *Communication Skills (Multilingual)* - Fluent in English, Hindi, and Punjabi languages
- *Teamwork* - Excellent team player with focus on collaboration, team-building and customer relations
- *Money Math Skills* - Responsible for handling cash at Point of Sales (POS) and Telephone orders
- *Additional skills*: Punctuality, Adaptability, Positive Attitude.
- Prioritization, Multitasking, and problem-solving abilities in fast paced environment
- Comfortable with Microsoft Office (Word, Excel, PowerPoint) on Window or Mac OS

EDUCATION

Seneca College, Toronto, ON

Advanced Diploma, Computer Programming and Analysis (CPA)

Expected Graduation – August 2024

Completed high schooling from Woodland Overseas School, Punjab, India

High School Diploma

Graduation – July 2021

National Institute of Computer Education, Punjab, India

Course: C&C++

Relevant Coursework:

HTML, C&C++

WORK EXPERIENCE

Worked as a cashier/customer representative in India: August 2021- October 2021

Subway, Hoshiarpur, India

- Provided positive customer experience with fair, friendly, and courteous service.
- Assembled salads and sandwiches as per order specifications with excellent customer service.
- Maintained sanitization by cleaning.
- Adhered to proper food handling, safety, and sanitization standards during food preparation.
- Resolved customer issues and answers questions.

Volunteer (Food Pantry: Sikh Temple)

July 2021 – August 2021

Gurudwara, Bhikhowal, India

- Responsible for food sorting, categorizing perishable and non-perishable food donations.
- Helped in Vegetable prep, cleaning, and dishwashing and food distribution.

AVAILABILITY (Flexible - Part Time: 20 Hours/Week)

- Monday: 2 PM to 11 PM
- Tuesday: 10 AM to 6 PM
- Wednesday: 5 PM to 11 PM
- Thursday: N/A
- Friday: 2 PM to 11 PM
- Saturday: Anytime Day
- Sunday: N/A