**Harsimranpreet** **Kaur**

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***Experience***

**AMAZON – SERVICEMASTER (2+ years)**

* **Team lead (ServiceMaster)** – supporting supervisor to smoothly run the whole shift.
* Planning and organizing work load within team members.
* Coordinating with management team, providing updates time to time.
* Handled inquires or concerns from fellow members with professional and friendly manner.
* Worked as Matron- Keeping areas neat and clean (Cafeterias, washrooms, entrance, Inbound/Outbound areas, Gate-house, truckers lounge, Main office) comply the standards of Amazon.
* Supported other work areas whenever required to do so.
* Whenever back-up needed always stayed longer than usual shift timing to help out my team like doing 12 or 12+hr shifts.
* Regular check-up with shift supervisor or fellow members, if they need any extra support or help anytime.

**TEAM LEAD (SESS)**

* Performing daily audits to keep the check of daily productivity ratio as well as checking the quality of the production.
* Performs a variety of material movement tasks for order filling, receiving and departing.

**CASHIER/SERVER (GURU RESTAURANT, BRAMPTON)**

* Worked as team member doing all cash and card transactions.
* Prevented store losses using awareness, attention to detail an integrity.
* Expressed application and invited customer to return to store.
* Successfully interacted with customer to expedite orders.
* Appreciated by restaurant manager for fulfilling all the workplace/job requirement and their expectations.

***HIGHLIGHTS***

* Able to lead and manage a group of employees.
* Ability to work adaptable timetables or shifts.
* Capacity to stay at work longer than required as if asked/work requirement.

***EDUCATION***

* DIPLOMA|CDI COLLEGE – COMPUTER PROGRAMING AND WEB DESIGN
* HIGH SCHOOL| MARCH 2017|UMA RANA PUBLIC SCHOOL