

# PRINCE HEER

SURREY, BC V3V 5S2  
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## PROFESSIONAL SUMMARY

- Proficient knowledge of Microsoft office Suites (Word, Excel, and PowerPoint)
- Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.
- To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.
- Hardworking and passionate job seeker with strong organizational skills eager to secure entry- level position. Ready to help team achieve company goals.

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## SKILLS

Work Coordination

Strategic Planning and Analytical Thinking

Organizational Skills

Multitasking

## WORK HISTORY

Security Guard ( Experience )

## PRIVATE TUTOR

- Teaching note-taking, studying, planning, organization, research methods, and other effective learning skills
- Creating, conducting, and grading realistic practice tests and providing feedback on student performance
- Operating computers, printers, webcams, and other equipment
- Keeping the classroom or other area where they teach neat and organized
- Teaching students about time management, helping them in completing the task in an efficient manner.
- Cultivating positive attitude, humanity and kindness in the class.

## CUSTOMER SERVICE REPRESENTATIVE IN ELECTIONS

- GUIDING THE PUBLIC TOWARDS ELECTION BOOTH
- ASSISTING SPECIAL NEEDS AND SENIOR CITIZENS
- CHANNELISING THE POPULATION INTO DIFFERENT GROUPS

## EDUCATION

POST GRADUATION

MASTER IN BUSINESS ADMINISTRATION

Graduation

Bachelor of commerce: S.G.G.S. Khalsa College, Punjab (India)

High School in Commerce: Scholar Public School, Punjab (India)

## REFERENCES

AVAILABLE ON REQUEST

## LANGUAGES

English

Full Professional

Punjabi

Native or Bilingual

Hindi

Native or Bilingual